

Communications & English Content Officer – Job Posting

Founded in 2009, ICEERS is dedicated to transforming society's relationship with psychoactive plants. We do so by engaging with some of the fundamental issues resulting from the globalization of ayahuasca, iboga, and other ethnobotanicals.

Reporting to the Director of Engagement and working collaboratively with the Digital Communications Officer, this position will serve as the coordinator of communications activities across programs and the curator for ICEERS' social media channels, newsletter, and website.

This is an opportunity to join a dynamic team in an international organization that is in the early stages of implementing a new vision and strategic plan. We are committed to justice, diversity, equity and inclusion in both our hiring practices and work environment. We encourage women, people of Indigenous ancestry, people of colour, LGBTQIA2SP individuals and members of other diverse communities to apply for roles with our organization. We are committed to building and maintaining a work environment that is welcoming to people who bring diverse ways of seeing, knowing and communicating to our work.

The ideal candidate will be based in Barcelona; however, we are open to candidates from other locations. We are looking to hire someone in a full-time capacity and hours of work and salary will be based on the cost of living in the successful candidate's country.

This posting will remain open until the position is filled.

JOB DESCRIPTION

- Works with the Director of Engagement and Digital Content Officer to develop content strategies for ICEERS online communications platforms.
- Works with teams across program areas to develop and implement communications plans and to coordinate key message and narrative development.
- Creates and posts daily content that engages and expands our audiences and drives conversations and support around ICEERS research, advocacy campaigns, programs, events, and other priorities.
- Creates dissemination plans for key advocacy campaigns, publications, and initiatives and engages supporters and coalition members in support of these priorities.
- Collaborates with the Digital Content Officer to reviews analytics data, research current trends, and to proposes and executes strategies to engage ICEERS priority audiences through online channels.

- Oversees planning, writing, translating of blog post and video content for the ICEERS website.
- Collaborates with the Digital Content Officer to maintain and evolve the ICEERS website.
- Supports the development and implementation of promotion plans for events and large conferences.
- Works with appropriate ICEERS departments to increase the frequency of dissemination of research, educational material, policy analysis and program updates to appropriate segments of our email lists.
- Assists ICEERS staff spokespeople and program representatives in the use of online communications channels in support of organizational priorities.

JOB REQUIREMENTS

- Professional fluency in English is essential. Basic or intermediate Spanish.
- Bachelor's degree or equivalent experience.
- Over three years experience developing and implementing communications plans.
- Over three years of experience in a contentment development, marketing or communications role.
- Passionate, driven and a team player with the ability to work in both physical and virtual office environments.
- Creative, strategic thinker with excellent written and visual communication skills.
- Extensive knowledge of social media best practices, SEO optimization, and content marketing.
- Strong project management skills and ability to coordinate with internal external content producers and translators.
- Well-organized, detail-oriented, and attentive to quality.
- Excellent computer skills, including familiarity with web content management systems, constituent relationship management (CRM) systems, social media account administration, Microsoft Office, Photoshop and video editing software.
- Media relations skills and experience with photography and photo editing an asset.
- Interest in ethnobotanical plants, policy, and human rights an asset.

Experience:

- Social Media Management: 3 years (Required)
- Content Creation: 3 years (Required)
- Communications planning: 3 years (Required)

Education:

- Bachelor's degree or equivalent experience

Job Location & Hours:

- Barcelona, Catalonia preferred, although remote work may be considered for the right candidate.
- The position is full-time and hours of work and salary will be based on the cost of living in the successful candidate's country.

How to Apply:

- Submit your application with the words "[Last Name] Application for English Content Officer" in the subject line to info@iceers.org.
- NO PHONE CALLS or EMAILS PLEASE. Only those candidates who are short-listed will be contacted.
- Applications will be reviewed starting January 6, 2021. The call for applications will remain open until the position is filled.