

DIGITAL COMMUNICATIONS ASSOCIATE

Job Title: Digital Communications Associate

Unit: Advocacy and Outreach

Reports to: Communications Officer

Location: Brussels - Belgium

Duration: 1 year

Starting date: Ideally January 2021

Application deadline: TBD

Contract: 1 year contract of 38 hours per week (renewable) under Belgian regulation.

About Protection International:

Protection International (PI) is an International NGO that contributes to the improvement of the protection of human rights defenders (HRDs) throughout the world. PI provides tools to develop HRDs' capacity to manage their own security as they struggle against impunity and work in favour of human rights and democracy in their respective countries or regions. PI seeks to contribute to a situation where HRDs are recognised as legitimate actors for social change and to an environment where they can exercise their right to defend universally accepted human rights.

Protection International has its Global Team office in Brussels, but primarily works where protecting human rights defenders is needed. We have long-term presence in Colombia, Guatemala, Honduras, DR Congo, Kenya, Thailand and Indonesia; and we work with partners around the world.

JOB DESCRIPTION

Under the direct supervision of the Communications Officer, the Digital Communications Associate will contribute to PI online presence, promoting PI activities, as well as to PI internal communications initiatives, supporting PI overall coordination and strategic objectives. Besides working closely with Communications Officers and Communications Focal Points across the organisation to help facilitate communication and exchanges with our offices worldwide, S/he will coordinate with Digital Security and IT colleagues to disseminate digital best practices and digital security within the organisation.

Key functions and responsibilities:

- Design, implement and evaluate online actions and campaigns to promote and showcase PI activities and research;
- Develop and create digital material (infographics, visual content and/or audiovisuals) to promote PI messages stemming from research and publications, as well as to facilitate daily work of staff.
- Support with development, monitoring and reporting of PI digital channels and online presence;
- Assist in drafting, editing and proofreading of briefs, articles, and general web-entries;
- Research, compare and test online platforms, as well as other digital products and functionalities ;

- Contribute to PI organisation-wide efforts towards digitalisation and the promotion of digital security best practices;
- Monitor and report on content effectiveness, reach and engagement on online communications and IT-related initiatives;
- Work collaboratively with other teams and participate, as appropriate, in staff events and meetings;
- Provide support for the organisation of PI annual Global Seminar (online edition);
- Carry out other requests made that are within the broad remit of the role.

ESSENTIAL REQUIREMENTS

Education and experience:

- Bachelor Degree in relevant field (communications, political science, human rights and similar);
- Prior experience managing social media and website content management systems (Drupal, Wordpress);
- Fluency in English, Spanish and/or French. Native English speaker preferred;
- 2 years of experience in a similar communications position, experience with an international NGO is a plus;
- Experience of graphic design software (Adobe Creative Cloud suite) is an advantage; as well as of video editing software (final cut, premiere) an advantage;
- Excellent Digital Literacy skills, design skills and technical aptitude;
- Knowledge of digital security practices, and a good grasp of main digital security concerns;
- Ability to write for a broad audience and to convey complex messages in a clear manner;
- Excellent project management skills, able to coordinate a diverse range of projects and deadlines and liaise with external contractors;
- Attention to detail and ability to work under pressure;
- Good interpersonal and team working skills;
- Experience collaborating with human rights defenders and demonstrated commitment to human rights required. Understanding of protection issues a strong asset.
- Familiarity with gender inclusive language and intersectional issues (gender, age, social class issues) is an asset.

To Apply

To apply for the position please send your resume (CV), cover letter (max one page) and 2 references before **Sunday, 20th December 2020 (23:59 UTC+1)** to the following email: recruitment@protectioninternational.org with subject line: "Digital Communications Associate". Please include your name in the file name of your application documents, e.g. Laura_Smith_CV.doc.

Applications will be reviewed as they are received and interviews will be held virtually on a rolling basis. PI promotes gender equality and strongly encourages women to apply.

***** Please note that this position will be begin remotely due to the Covid-19 health crisis. If the Belgian authorities lift the safety measures, the person will work from PI's offices in Brussels.*****