

Communications Officer

Application Deadline: 22 May 2023

Start Date: As soon as possible

Employment Type: Full-time; six-month contract, with possibility of extension

Salary: Dependent on experience, according to the International Civil Service Commission (ICSC) scale

Location: New York City (preferred) or remote; if based in NYC, candidate must be eligible to work in the U.S.

Position

The Global Network of Women Peacebuilders seeks a full-time Communications Officer. The Officer will take part in elevating GNWP's profile and showcasing its impact to amplify its advocacy, research, and programmatic work in the various regions where GNWP operates and in global advocacy fora in New York. The Officer will work from New York City in a hybrid work modality (3-4 days a week in the office, 1-2 days a week from home). If the Officer is remote, they will be home-based.

The Organization

The Global Network of Women Peacebuilders is a coalition of women and youth-led organizations from Africa, Asia and the Pacific, Latin America, Eastern and Western Europe, the Middle East, and the Arab world—mostly in conflict-affected countries—that are actively involved in advocacy and action for the full and effective implementation of the UN Security Council Resolutions (UNSCR) on Women and Peace and Security (WPS), Youth and Peace and Security (YPS), Sustaining Peace, Gender-responsive Humanitarian Action, and 2030 Agenda for Sustainable Development.

GNWP amplifies women's and youth peacebuilders' voices for more sustainable and inclusive peace. In partnership with local communities affected by violent conflicts and humanitarian crises, GNWP implements programs that build peace locally, teach women and girls how to read and write, promote women and youth peacebuilders to be leaders and decision-makers, and improve women's economic status. GNWP advocates with governments to implement laws and policies that promote and protect women's and youth's rights and work with men and gender equality allies to support women's empowerment, leadership, and rights.

Description

The Communications Officer will be required to:

- Contribute to maintaining GNWP's online presence through social media, website upkeep, podcast and video production;
- Take high quality audio-visual materials for online promotion of events and activities; edit and prepare materials for public dissemination;
- Provide support to GNWP Program Teams and local partners for the promotion of activities and to showcase GNWP's impact in various regions;
- Communicate with GNWP members around the world and assist with online campaigns showcasing their work;
- Coordinate events and provide technical assistance to staff members for workshop and other gatherings;
- Assist in preparations for high-level global and regional advocacy fora;
- Actively engage on social media platforms where GNWP is active (Twitter and Instagram) showcasing both in country-level programmatic work and global events relevant to GNWP and its partners;
- Provide support in the promotion of various programs and projects related to the advocacy for the effective implementation of UNSCR 1325, 1820, 2250 and the supporting resolutions on WPS and YPS, as well as gender-responsive humanitarian action; and
- Work in a supportive, inclusive atmosphere.

Qualifications

- Bachelor's degree or other relevant post-secondary certification(s);
- Proven experience as a communications officer, assistant or in another relevant role;
- Particular interest in moving global issues to national and community level and amplifying the voices of grassroots women at the global level;
- Ability to work in a fast-paced environment, self-motivated and attention to detail and accuracy;
- Excellent interpersonal, leadership, management and organizational skills;
- Ability to work independently and as part of a team;
- Outstanding abilities to communicate in person, in writing and over the phone;
- Flexibility with work hours to accommodate correspondence with colleagues, partners, and donors in different time zones;
- Knowledge of languages other than English is a plus;
- Familiarity with Adobe, Canva, InDesign, and other photo and video-editing softwares; and
- Knowledge of Google Suite, Microsoft Office and other office management tools and applications.

GNWP offers a benefits package to U.S.-based staff.

To apply please submit your CV, short writing sample, and two (2) references via the following form: <https://forms.gle/WHHQnpu9tkY92kAE9>

Only complete applications will be considered and shortlisted candidates will be contacted.

GNWP is dedicated to creating a diverse and inclusive environment of mutual respect. GNWP recruits, employs, trains, compensates and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other basis covered by appropriate law. All employment is decided based on qualifications, competence, integrity, and organizational need.

If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application.

More information on GNWP policies can be found here: gnwp.org/about-gnwp/

For any questions or concerns, please contact: employment@gnwp.org.