

UNEP Finance Initiative – Communications Coordinator

Role: Coordinate UNEP FI's communications

Location: Geneva, Switzerland

Duration: 5 months from 1 August to 31 December 2016

Remuneration: commensurate with skills and experience

About the UNEP Finance Initiative

Founded in 1992 in the context of the Earth Summit in Rio, and based in Geneva, Switzerland, the United Nations Environment Programme Finance Initiative (UNEP FI) was established as a platform associating the United Nations and the financial sector globally. The need for this unique United Nations partnership arose from the growing recognition of the links between finance and sustainable development challenges, and the role financial institutions could play for a more sustainable world. See www.unepfi.org.

Duties and Responsibilities

- Assist with the promotion of UNEP FI events, publications and news
- Assist with the coordination and implementation of media campaigns
- Assist in ensuring that all external communications are coordinated in terms of delivery and have a common branding and style
- Assist in the development of relevant templates (Word, PowerPoint, etc.)
- Assist in providing comprehensive editorial support – including copy-editing and proof-reading – by means of external consultants (i.e.: copy-editors, proof-readers, translators)
- Support the management of press engagement, assist in maintaining a high-quality media database and media monitoring reports as needed
- Support the preparation of publicity brochures, factsheets, policy papers, case studies, promotional videos, photographs, multimedia material, etc. as well as in recommending new communications products
- Assist and support the management of service providers (designers, video producers, etc.)
- Assist in the establishment of key tracking and performance indicators and review web metrics reports related to most read content
- Support the overseeing of user research and determine audience needs, act on audience feedback
- Assist in the organization and coordination of press conferences, press briefings, interview and media events
- Assist with and support the management of the content for the websites and social media channels including feature stories and other media materials
- Assist in the overseeing of the development, production and distribution of all core publications
- Support the UNEP FI Regional Taskforces in their work with specific knowledge products
- Support the UNEP FI Commissioners and the wider team in their outreach work with members, other financial institutions, other UN agencies, NGOs, think-tanks
- Support other external communications on behalf of UNEP FI as necessary

Outputs and Deliverables

- The UNEP FI Global Roundtable is undertaken and receives high visibility and is promoted amongst key audiences
- UNEP FI has the communications materials and products that it needs to clearly communicate its work and impact to key audiences
- All external communications are undertaken and coordinated in terms of delivery and have a common branding style
- All UNEP FI news and developments are communicated to key audiences
- Media database, Media Monitory Reports, and Press Engagement are all undertaken
- Press conferences, interviews and media events are organized and undertaken

Qualifications and Skills

- Excellent oral and written communications skills
- Strong interpersonal skills and ability to establish and maintain good working relations in a multicultural and geographically dispersed environment
- Interest in economics, business, finance, or environmental sciences
- Ability to cope with heavy workloads, multiple and diverse projects in an organized and timely manner
- Attention to detail
- Self-directed and highly motivated
- At least five years working experience in communications
- Up-to-date proficiency with communications best practices, including social media
- Experience in implementing communications strategies
- Exceptional writing, editing and written communication skills
- Creative and resourceful strategist with a track record of proactivity
- A university degree in communications, international relations, finance, environment, or public relations
- For this position fluency in English is required
- Fluency in French and in other languages is considered an advantage.

Candidates wishing to apply should submit an application by 10 July, 2016 to Consultancy 62362
<https://inspira.un.org>

For any questions please contact Ravenna.Nuaimy-Barker.affiliate@unep.org