



## **JOB OFFER**

### **COMMUNICATION AND PRESS MANAGER**

<b>Title</b>	<b>Communication and Press Manager</b>
<b>Status</b>	Salaried employee
<b>Contract Duration</b>	1 YEAR Fixed term contract with Long Term opportunity
<b>Departure</b>	01/10/2020
<b>End</b>	30/09/2021
<b>Salary</b>	Negotiable

<b>Service</b>	Communication/ Event / Marketing
<b>Location</b>	Monaco
<b>Work Conditions</b>	Weekly working time: <b>39 Hours</b> Schedule : <b>09:00 – 18 :00</b>
<b>Profile</b>	<p><b><u>BAC +4 +5</u></b></p> <ul style="list-style-type: none"> <li>· Initiative, anticipation, source of ideas and information</li> <li>· Speed, precision and accuracy in executing tasks</li> <li>· Autonomy and sense of organization</li> <li>· Highly service- and result-oriented</li> <li>· Ability to prioritize and ability to deal with the unexpected</li> <li>· Ability to handle tight deadlines and stressful situations</li> </ul> <p><b><u>Languages:</u></b></p> <ul style="list-style-type: none"> <li>· English and French. Spanish would be an asset.</li> </ul> <p><b><u>IT Skills:</u></b></p> <ul style="list-style-type: none"> <li>· Complete familiarity with MS Office, Adobe programs and CMS like Dynamics 365 is an asset.</li> </ul> <p><b><u>Personal skills:</u></b></p> <ul style="list-style-type: none"> <li>· Ability to create a working atmosphere where respect and fairness are key values</li> <li>· Ability to create a working atmosphere where team spirit helps to improve performance</li> </ul>

**The missions and activities of this position, under the supervision of the COO, are as follows;**

### **MEDIA RELATIONS**

- Design and implement a communications strategy, which enhances the organization's reputation and promotes Peace and Sport activities, including our field programs within the national and international press.
- Maintain and develop excellent links with relevant media contacts (particularly society and sport journalists), and social media influencers.
- Organize and design regular meetings and exchanges with journalists including coordination of media conferences, press interviews, and briefings around our priorities and project activities.
- Develop partnerships, cooperation and content with digital media (Brut, Now this, etc.).
- Produce and/or review print media materials. Specifically, write/ edit press releases, briefing, key messages, media toolkits and other materials for media.
- Research and write accurate, appropriate and interesting content (briefings, articles, social media posts etc.) and assist identifying media opportunities.
- Provide expert media advice to staff, Board Members and Champions for Peace.
- Supervise and work in conjunction with external PR and press agencies, including the preparation of media briefings.
- Monitoring and reporting Peace and Sport and campaign mentions in the press and distributing internally.
- Handling incoming enquiries for information from various members of the media.

### **COMMUNICATION**

- Supervise and maintain Peace and Sport website updated by posting information, contributing information, and playing a quality control role through the editing of the information supplied.
- In cooperation with Peace and Sport webmaster edit and manage the production and circulation of Peace and Sport Watch newsletter. This includes seeking out story ideas, and suggesting writers.
- Be responsible for the production of user-friendly materials (e.g. leaflets, brochures, posters); provide advice and support staff producing communication tools.

### **DIGITAL MEDIA**

- Proactively plan new digital campaigns and seek opportunities to produce digital content for Peace and Sport social media in order to amplify the organisation's messages and increase impact of communications.
- Liaise with colleagues, providers and external stakeholders to produce digital content.
- Assess impact of social media activities (key performance indicators, monitoring visitor statistics, reach, engagement, followers' growth, etc.) and use this to suggest areas for improvement;
- Grow the Peace and Sport online community and encourage loyalty of followers

**Contact: Resume and Motivation letter / Mr Jean-Jérôme PERRIN-MORTIER / COO / [contact@peace-sport.org](mailto:contact@peace-sport.org)**