



Communication Officer

The Wildlife Justice Commission's mission is to disrupt and help dismantle organised transnational criminal networks trading in wildlife, timber and fish. We do this by collecting evidence and turning it into accountability

Role title:	Communication Officer
Location:	The Hague, the Netherlands
Reports to:	Director of Communication
Salary:	Competitive for the non-profit sector

Background

The Wildlife Justice Commission (WJC) believes our wildlife is not for sale to the highest bidder and must be protected from traffickers who turn endangered species into trinkets and jewelry.

Our investigators work undercover to drive the wildlife criminals out of the shadows and bring an end to their multi-billion-dollar dirty business. The WJC combines compelling evidence of wildlife crime gained through in-depth intelligence-led investigations with high-level political engagement with governments and law enforcement agencies to put an end to wildlife trafficking.

Role description

The WJC's communication team works to ensure that the WJC's work is addressed effectively to a variety of audiences. The Department is responsible for building the organisation's external profile and ensuring the highest quality content. The Communication Officer will help to maximise WJC's impact; assist in delivering high-quality production in different formats and manage and develop WJC digital channels, including the social media accounts and plan and implement high-quality content across these channels.

The post requires a highly-organised, proactive and dynamic professional with a hands-on attitude, capable of working as part of a team but with minimal supervision. Previous related professional experience developing assigned projects and managing social media accounts and an excellent command of spoken and written English are essential to the role.

Main responsibilities

- As assigned by the Director of Communication, coordinate outsourced production to generate and deliver required content, in offline and online formats and according to standards;
- Manage the production schedule to fulfil production targets for different platforms;
- Assist the Director of Communication to ensure all administrative requirements associated with production are fulfilled;





- Support the Communication Department in the implementation of the WJC's social media strategy and schedule, by covering channel strategy, audience/s, language, tone, content and KPIs for WJC's social media channels (Facebook, Twitter, LinkedIn, Vimeo);
- Liaise with different departments to gather the information needed for content posting;
- Contribute to guidelines/training on digital and social media best practice;
- Evaluate content performance against KPIs, proposing actions when necessary to meet goals;
- Keep abreast of content trends and industry standards to identify new opportunities to better reach and engage audiences;
- Manage interns and/or volunteers contributing to the Communication Department;
- Assist with the production of events.

Requirements

- A University Degree, ideally with a Master's, in Journalism, Information Science, Communication, Marketing or related Social Science discipline;
- Minimum of 3 years proven professional experience in a similar role, preferably within the private sector;
- Proven experience managing content production;
- Substantial experience of managing social media channels, including Facebook, Twitter, LinkedIn and Instagram;
- Experience of monitoring content performance using analytics tools for press, social media and web;
- Experience in e-newsletter production, including design, formatting and distribution mechanisms;
- Outstanding level of written and spoken English. Fluency in other UN language/s, a plus;
- Desirable: experience with tools and platforms for internal communication products and outreach (such as SharePoint and PPT);
- Highly organised, with scrupulous attention to detail;
- Hands-on, proactive attitude;
- Excellent interpersonal skills with a high degree of integrity and professionalism;
- Maturity and a good sense of humour;
- Collaborative working style: good team player but with demonstrated ability to work independently;
- Comfortable working in a multicultural, inter-disciplinary team;
- Commitment to WJC's mission and values;
- Valid working permit for the Netherlands.

We offer you

- A contract for 40 hours per week for a period of 12 months at our head office in The Hague, the Netherlands;
- An international environment (our team has over 15 nationalities), working in English;
- A competitive salary package;
- A number of paid holiday hours;
- A chance to make a real difference ensuring justice for wildlife.





Wildlife Justice
Commission

Looking To Make A Difference for Wildlife?

Please e-mail your updated CV and motivation letter in English by email only to careers@wildlifejustice.org. No photos, please.

Please indicate *Communication Officer* on the email subject line and let us know how you learned about this position.

No other documents than those requested will be accepted at this stage.

Should you have any questions about this position, please email us at careers@wildlifejustice.org.

Deadline to submit applications: 17 March 2019, 18h00 Central European Time

Please note that only short-listed candidates will be contacted.

