



Communications Coordinator, Coalition for the UN We Need

The Coalition for the UN We Need (C4UN) provides a cross-sectoral platform that enables greater civil society contributions to the work for a strengthened and reformed United Nations system. The publication in September 2021 of the UN Secretary General's *Our Common Agenda* (OCA) report, and the subsequent decision of the United Nations General Assembly to convene a "Summit of the Future" in September 2024, have set in motion multi-stakeholder deliberations on how best to strengthen the UN system and international cooperation more broadly.

The Coalition has a crucial role to play in mobilizing much-needed civil society advocacy, organization and communications in order to make the most of these opportunities.

The C4UN is seeking a Communications Coordinator (part-time, 20 hours/week) to oversee and expand all aspects of the Coalition's external communications.

Key Responsibilities

Working with Secretariat staff and Communications Team staff and volunteers, the Communications Coordinator will:

- Support and expand the work of the C4UN social media team of volunteers. The Coordinator will have responsibility for content planning, message and graphics development.
- Oversee development of periodic email (e.g. MailChimp) communications to supporters.
- Initiate and oversee updates to website and other online platforms.
- Assume responsibility for layout and design of C4UN reports and other publications.
- Support development and dissemination of C4UN-initiated articles, briefing notes, media releases and backgrounders, etc.
- Sustain C4UN branding and identity in the development of new communications products.
- Recommend techniques to improve the visibility and public image of C4UN.

Preferred Qualifications

The successful candidate will demonstrate:

- Bachelor's Degree in Design, Marketing, Communications, English, Public Relations or Journalism.

- A minimum five years related professional experience.
- Familiarity with a variety of communications software applications (e.g. MailChimp, Canva, Trello, WordPress, etc).
- Experience working for, or with, not-for-profit organizations operating in an international context.
- Excellent English language writing skills. Additional spoken and written capacities in other languages would be an asset.
- An understanding and appreciation of the United Nations system.

Additional information

This contract position is open to candidates living and working anywhere in the world. For the successful candidate, remuneration will be provided at rates that are competitive with similar posts in the country where the Communications Coordinator is located, and will also be commensurate with experience.

To apply:

Send a cover letter, current resume and samples of written work and/or other communications products relevant to your candidacy for this position by Friday 11 November 2022 to the Staffing Committee at staffing@c4unwn.org.

We thank all candidates for their interest, but only those chosen for an interview will be contacted. Interviews will be conducted via zoom. Further information on the Coalition for the UN We Need is available at www.c4unwn.org.