

VOLUNTEERING DESCRIPTION

Communications
August 2023



Basic information

JOB TITLE	Communications Volunteer
DEPARTMENT	Communications Unit
CATEGORY	Volunteer
REPORTS TO	Communications Manager
BASED ON	Club de Madrid Secretariat in Madrid, Spain / Working remotely to be considered
OFFICE SPACE	Access to computer and office facilities
LENGTH	4-6 months (flexible)
PERIOD	From 1st September 2023 onwards (flexible)

Organizational Context

[Club de Madrid](#) is the world's largest forum of democratic former Presidents and Prime Ministers, who leverage their unique leadership experience and global reach to strengthen inclusive democratic practice and improve the well-being of people around the world.

As a non-partisan and international non-profit organisation, it counts with the hands-on governance expertise of more than 100 Members from over 70 countries, along with a global network of advisers and partners across all sectors of society.

This alliance stimulates dialogue, builds bridges and engages in advocacy efforts to strengthen public policy and effective leadership through policy recommendations that tackle challenges such as, inclusion, sustainable development and peace at the national and multilateral level.

Objectives

The Communications Volunteer's main role will be to support the implementation of the communications and advocacy strategies of Club de Madrid, under the overall supervision of the Communications Manager and the Communications Officer, working also in direct collaboration with other colleagues in Outreach and Development Department.

As part of the volunteering experience, it is expected that the successful applicant will increase understanding of Club de Madrid's work in a context of global leadership systems and organizations, and the pursue of democratic values. The Communications Volunteer will work as a team member in a multicultural setting, participate and meet with Club de Madrid's staff and other units, and expand her/his exposure to communications & advocacy planning, implementation and monitoring.

Main Functions

- Support the preparation and edition of Club de Madrid communication packages including press releases, audio-visual/printed material and related pieces;
- Help with the promotion, feed and maintenance of the Club de Madrid website;
- Support the management, maintenance and update of Club de Madrid social media channels;
- Create/draft related communications and advocacy materials/pieces, and prepare briefing notes on strategic partners and potential collaborators;
- Assist in the preparation, design, and publication of newsletters, updates and reports internal and externally;
- Keep track of news pertaining to the work of the organization and create media clippings reports;
- Support the research, mapping and benchmark for improving communications, outreach and media engagement;
- Help with the updating of Club de Madrid databases (media, influencers, stakeholders, collaborators);
- Assist in the planning/organization of Club de Madrid events and activities;
- Support the media/social media impact measurement, including possible live-tweeting;
- Other duties as the Communications Unit may reasonably require.

Competencies

- International outlook and respect for diversity of culture, gender and nationality;
- Demonstrate consistency in upholding and promoting professional integrity and organizational values;
- Ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds;
- Commitment to promoting democratic values;
- Strong interpersonal and communication skills;
- Capacity to communicate and present information in a concise and capturing way;
- Strong coordination skills and ability to work independently to deliver agreed results and meet deadlines;
- Excellent organizational, teamwork and problem-solving skills;
- Ability to manage multiple tasks effectively;
- Energy, enthusiasm and dedication.

Qualifications

- At least two years completed of a Bachelor's degree in Communication, Journalism, Politics, International Relations or related field. Postgraduate studies will be an asset;
- Experience in the communications field will be preferred;
- Experience related to communications and social media outreach, whether voluntary (such as campaigning), private (such as blogging, creative writing, etc.) will be an asset;

- Political awareness, interest in international relations/politics and the promotion of democracy;
- Basic graphic design and IT skills;
- Knowledge of online and offline communications tools: Facebook, Twitter, YouTube, Instagram, LinkedIn, mass mailing;
- Knowledge of WordPress will be an asset;
- Fluency in English and Spanish, both oral and written, is required.

Interested applicants should share their CV and a brief statement of purpose on why they feel they are fit for the position to <https://clubmadrid.org/club-de-madrid/career/> by Wednesday, 16th of August 2023, at 23:59 Madrid local time. Only shortlisted applicants will be contacted. Volunteers are not financially remunerated by Club de Madrid. For further information please contact sdeagustin@clubmadrid.org