

## Basic Information

<b>JOB TITLE</b>	<b>Communications Officer</b>
<b>DEPARTMENT</b>	Outreach and Development Department
<b>AREA</b>	Communications
<b>REMUNERATION</b>	Gross annual salary: 30,000€ - 31,500€ according to experience and qualifications as per Club de Madrid's salary policy
<b>WORK BASE</b>	Club de Madrid Secretariat in Madrid, Spain (Currently operating with a hybrid work week model - Mondays, Tuesdays and Thursdays in Club de Madrid's offices and Wednesdays and Fridays remotely). Applicants must hold EU citizenship or valid work permit.
<b>TYPE OF CONTRACT</b>	Indefinite
<b>STARTING DAY</b>	<b>February 1, 2025</b>
<b>APPLICATION DEADLINE</b>	January 12, 2025

## Organisational Context

[Club de Madrid](#) is the world's largest forum of democratic former Presidents and Prime Ministers, who leverage their individual and collective leadership experience and global reach to strengthen inclusive democratic practice and improve the well-being of people worldwide. As a non-partisan and international non-profit organisation, it counts on the hands-on governance experience of more than 100 Members from over 70 countries, along with a global network of advisers and partners across all sectors of society. This unique alliance fosters dialogue, builds bridges and engages in advocacy to strengthen public policies and effective leadership on challenges such as inclusion, sustainable development and peace at the national and multilateral levels.

## Objectives

The Communications Officer's main role will be to support the implementation of the communications and outreach strategies of Club de Madrid. He will work under the coordination and oversight of the Outreach and Development Coordinator, and under direct supervision of the Communications Manager. Additionally, he will collaborate closely with colleagues in other departments.

## Tasks and Activities

The Communications Officer will, under the coordination and oversight of the Outreach and Development Coordinator and the supervision of the Communications Manager, among others:

### Social Media & platforms

- Collaborate in updating, feeding and promoting the Club de Madrid website (WordpEss);
  - Secure the maintenance, measurement (analytics) and updating of social media accounts and platforms (Twitter, Instagram, LinkedIn, Facebook, YouTube, Google Photos, etc.);
  - Promote Club de Madrid's online campaigning, considering specific targets and objectives.
- Media;
- Prepare and edit Club de Madrid communication packages, including press releases, press pieces, statements, photos, videos, and audio;
  - Enhance media engagement, including the media database;
  - Keep track of news about Club de Madrid's work, and create clipping reports.

### Outreach & Development and Programs support

- Prepare, design and publish Club de Madrid newsletters, invitations, outputs, advocacy materials and reports (fundraising/programming; external and internal);
- Implement communication-related tasks of programmatic, outreach and development activities;
- Support the design of communication strategies for specific projects and activities;
- Collaborate in identifying key messages to be drawn from programmatic, outreach and development activities for media and social networks.

#### Others

- Contribute to communications development and innovation;
- Update institutional brochures and materials such as newsletter, Secretary-General Update, amongst others;
- Contribute to the implementation of AI tools to improve the methods and procedures used by the Communication team;
- Other duties according to her/his professional category as the organisation may reasonably require.

### Supervisor

Communications Manager

### Education, Skills and Professional Experience Required for the Position

- At least 5 years of professional experience in similar or related fields of work, specifically the media, institutional communications field or both;
- University Degree in Communications, Journalism or a related field. Master's Degree will be a plus;
- Native level in Spanish or English and advanced level in the other language. Other language skills will be a plus; Both English and Spanish will be necessary for the position;
- Excellent Graphic Design, layout and IT skills. Advanced knowledge of Microsoft Office and/or Google Suite, InDesign, and Photoshop;
- Knowledge of WordPress and website management. Knowledge of Divi is desirable;
- Excellent knowledge of online and offline communications tools: Twitter, Instagram, Facebook, YouTube, Google Photos and mass mailing (e.g. Constant Contact);
- Experience with video editing software and photo cameras will be an asset;
- Experience in Mac environment;
- Experience in building and maintaining networks;
- International outlook and respect for cultural, gender and nationality diversity;
- Political awareness and interest in international relations, politics and democracy promotion;
- Strong interpersonal, teamwork and communication (oral and written) skills;
- Capacity to communicate and present information in a concise and compelling way;
- Ability to manage multiple tasks effectively and to meet deadlines;
- Initiative, judgement and organisational skills;
- Availability to travel;
- Intense dedication and motivation. Energy, enthusiasm and commitment;
- Interest in AI tools would be an asset.

**Interested applicants should send their CVs and a brief statement of interest explaining why they feel they are fit for the position to [clubmadrid@clubmadrid.org](mailto:clubmadrid@clubmadrid.org) by January 12, 2025.**

**Please indicate COMMUNICATIONS OFFICER in the subject line of the email.**

**Only shortlisted applicants will be contacted.**