

Basic Information

JOB TITLE	Communications Officer
DEPARTMENT	Outreach and Development Department
AREA	Communications
REMUNERATION	Gross annual salary: 30,000€ - 31,500€
WORK BASE	Club de Madrid Secretariat in Madrid, Spain (Hybrid work week model - Mondays, Tuesdays and Thursdays in Club de Madrid's offices and Wednesdays and Fridays remotely.)
TYPE OF CONTRACT	Indefinite Applicants must hold EU citizenship or valid work permit. Candidates who do not meet this requirement please abstain from applying
STARTING DAY	March 3, 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 around the world. 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;
- 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 taking into account 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 data base;
- Keep track of news pertaining to the work of Club de Madrid, 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 the identification of 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 Unit;
- 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 related field. Master's Degree will be a plus;
- Native level in English or Spanish and good level in the other language. Other language skills will be a plus;
- Excellent Graphic Design, layout and IT skills. Advanced knowledge of Microsoft Office and/or Google Suite, InDesign, and Photoshop;
- Advanced 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;
- 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 frequently;

Intense dedication and motivation. Energy, enthusiasm and commitment.

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 and sdeagustin@clubmadrid.org by February 16, 2025.

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

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Only shortlisted applicants will be contacted.