

We are looking for a

Junior Communications Officer (80%-100%)

Duration: 1-year fixed-term contract (CDD) with possibility of extension or conversion to an open-ended contract

Location: Geneva

Starting date: 01/02/2024

Application deadline: 19/12/2023

ABOUT US

FSD (Fondation suisse de déminage), a Geneva-based humanitarian organisation, has been working to protect civilian populations from landmines and explosive remnants of war for over 25 years. Our teams localise and destroy explosive remnants of war, conduct awareness campaigns and develop socioeconomic assistance projects for victims of accidental explosions. FSD currently employs around 700 people on four continents and has been active in over 30 countries since its foundation in 1997. Learn more at <https://fsd.ch>.

JOB DESCRIPTION

FSD is seeking a dynamic communications professional to join our Geneva Headquarters. The Junior Communications Officer reports directly to FSD's Head of Communications and works closely with the Website Developer and Designer. The primary focus of this role is on maintaining and enhancing FSD's websites through content creation and design updates, alongside a diverse range of communications tasks.

RESPONSIBILITIES

Together with FSD's Website Developer and Designer,

- Create and update content for FSD Group's websites (FSD, FSD France, Crosstech), ensuring alignment with organizational goals.
- Collaborate with the Communications Team and field staff to gather information and develop engaging content.
- Conduct regular tests and maintain open communication with the Webmaster to ensure website quality and efficiency.
- Ensure the websites adheres to industry best practices, compliance with relevant law and regulations, and remains user-friendly.
- Implement SEO strategies to improve website visibility and reach.
- Monitor website analytics, providing insights and recommendations for optimization.
- Collaborate with the Digital Marketing Agency contracted by FSD to manage and optimize FSD's Google Ad Grant, in support of FSD's communications and fundraising strategies.

Other tasks include:

- Keeping track and reporting on media appearances.
- Designing and producing visibility material.
- Drafting and translating various texts.
- Contributing to various other communications activities as required.

KEY COMPETENCIES

The ideal candidate should will have the following competencies:

- Excellent communication and writing skills, with a particular attention to detail.
- Proficiency in content management systems, with experience in WordPress (Divi) an asset.
- Knowledge of graphic design tools.
- A proactive and dynamic approach.
- Strong organizational skills with the ability to meet tight deadlines.
- The ability to function independently, with minimal supervision, and collaboratively as part of a team.
- An interest in humanitarian issues

SKILLS / BACKGROUND / EDUCATION

- **Native English or German speaker.** FSD's working language is English, but the communications department works in English, German and French. Good knowledge of French is a plus.
- Bachelor's degree in Public Relations, Communications, IT, International Relations and/or other relevant fields.
- Prior work experience in Communications, Website Management or Digital Campaign Management.
- **Mandatory:** Swiss / EU citizenship or a valid work permit for Switzerland.

If you are interested in this vacancy, please send your CV and a letter of motivation in English or German to the following email address: communications@fsd.ch with the subject "Junior Communications Officer". Please note that only shortlisted candidates will be contacted.

FSD is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to religion or belief, race, national origins, gender identity, sexual orientation, pregnancy, age, disability, or any other characteristic protected by law.