



Job Advertisement Communications Officer

Starting date: 1 January 2023

Type: Open-ended

Employment level: 80-100% FTE

Salary: Commensurate with experience

Location: Geneva, Switzerland (option for regular days working from home for Swiss residents)

Employer: The Hepatitis Fund is a tax-exempt charitable foundation headquartered in Geneva, Switzerland. The Fund is the only grant making foundation dedicated exclusively to the elimination of viral hepatitis as a public health threat.

Visa: candidates must have valid EU work rights to be considered.

General Description

Guided by the Programme and Partnership Director, the Communications Officer is responsible for creating, building, and maintaining the image of the organization. Her/his role will be to design and implement a communications and marketing strategy, elevating the Foundation's profile with key partners and the general public.

The candidate will be highly motivated in supporting the public profile of the organisation and building brand awareness. Working for a relatively young organisation, the ideal candidate is someone who can integrate into a small and dynamic team. They must be able to maintain a positive and creative work environment.

Responsibilities

The primary responsibilities of the Communications Officer include:

- Develop and implement a communications and marketing strategy to engage with external stakeholders and the public in line with THF's strategic plan;
- Writing, editing and proofreading engaging content across a range of media, including website, presentations, speeches, print publications and social media;
- Develop and manage an editorial content calendar ensuring frequency of posting across THF's website and social media channels;
- Organize various in person and online events, including fundraising events;
- Ensure consistency in terms of voice, branding and messaging;
- Support the management of the daily activities of external copywriters, graphic designers, videographers, communications agencies and other industry professionals and consultants;
- Use project planning techniques to deliver projects and actively manage project budgets;
- Develop, track and report digital analytics to ascertain content engagement levels;
- Assist with monitoring and evaluation of communication and marketing strategy including paid marketing campaigns;
- Other activities as required.



Knowledge, Skills and Qualifications

The candidate for this role will possess the ability to think both creatively and analytically. The role will include producing and publishing content - writing, editing and proofreading - and the development and management of content strategies. Ultimately, you will help us reach our target audiences by delivering both informative and engaging information about us and hepatitis elimination landscape.

The ideal candidate will have:

- Ability to conceive fresh and appealing ideas for new content that establishes or supports our brand identity and communications objectives.
- Excellent written and oral communication skills (English).
- Creativity and the ability to generate original and engaging content.
- Strong understanding of the digital media landscape and experience of social media engagement strategies and best practices.
- Strong collaboration skills and ability to work well in a team setting.
- An autonomous self-starter adaptable to a dynamic and ever-changing environment
- Ability to work under pressure (events).
- Proven organisational skills.
- Native English. French and Spanish languages are an advantage.
- Proficiency in PowerPoint, Excel, social marketing and content management systems and Google Analytics.
- Knowledge of communication and paid marketing tools.
- Minimum 2-5 years of relevant experience in a communications or marketing role.
- Proficient in Microsoft Office, content management systems, and social media platforms.

How to Apply

Please email your CV with a cover letter and at least 2 professional references to cpenicaud@endhep2030.org before October 15, 2022.

Only preselected applicants will be contacted.

Interviews will be on a rolling basis till the position is filled.