



Position Description

Communications Specialist – Institute for Economics & Peace

The Institute for Economics & Peace (IEP) is an exciting non-profit research organisation that focuses on research and communication of the research on global peace. It is headquartered in Sydney, Australia and has regional offices in New York, The Hague, Mexico City and Brussels. The Institute is independently funded, a non-partisan organisation and is not politically aligned.

Rated as one of the world's most impactful think tanks by size, its work is used by many of the leading organisations in the world including UN, OECD and the World Bank. It also has a global consulting practice, performing work for many of the leading multi-lateral organisations and government departments globally.

IEP's main products - the Global Peace Index and Global Terrorism Index - receive billions of media impressions per annum and are considered the leading products in the world in their field. The Institute's core products are used in thousands of universities courses and with partnerships conducts training courses in countries such as Zimbabwe, Tunisia, Mexico and Uganda. The Institute's research is regularly featured in leading international media publications including the Guardian, the Economist, Huffington Post, Washington Post, CNN, and BBC.

Other organisations that it partners with include the Economist Intelligence Unit, Center for Strategic and International Studies (CSIS), Rotary International, International Chamber of Commerce, the Club de Madrid, the World Tourism and Travel Council (WTTC) and the Commonwealth Secretariat.

Communications Specialist

The Communication Specialist works with the Director of Communications to promote the various initiatives of the Institute for Economics & Peace (IEP), including international media launches, events, and the IEP ambassador program, as well as making the general public aware of IEP research and programs.

An excellent writer and communicator, the Communications Specialist is focused across three key areas:

- Writing and placement of blog posts and editorials
- Editing and proofreading of IEP produced research reports
- Relationships with journalists and media contacts

Ideal candidates would have a deep interest in peace, conflict and development issues, would be well travelled, and would have preferably lived or have had experience working outside of Australia.

Selection criteria and previous experience required

- A background in peace, conflict and development or related disciplines
- The person will be a self-starter, high energy, articulate and a team player.
- Excellent verbal and written communication skills.
- Will be able to work with minimal supervision but also to work with a clear mandate and approval processes.
- Proven experience developing and implementing communications strategies.
- Ability to comprehend and summarise complex research materials.
- Will be culturally sensitive and flexible as the organisation grows

- University (or equivalent) degree in communication/journalism/international relations/political sciences.
- Minimum of three years of working experience with increasing responsibilities in public affairs, communications and related fields, specifically demonstrating capabilities to effectively write, edit and present public information on complex subjects for print and digital media, preferably at international or intergovernmental level.
- Experience in developing content that may utilise social media, multimedia, apps and web publishing tools.
- Written proficiency in Spanish or French a plus.

Duties and Responsibilities

- Write blogs and articles for IEP websites, and content for IEP's social accounts where necessary.
 - Draft and place Op-Eds and featured articles.
- editing and proofreading of IEP produced research reports;
- Provide input on messaging and press releases for all IEP reports/research.
 - Develop and track relationships with journalists and news agencies.
 - Develop relationships with online hubs for regular discussion of key issues related to IEP.
 - Maintain database of journalists and media contacts, including bloggers.

Desired personal qualities

- Excellent attention to detail and solution oriented
- Ability to meet multiple deadlines in a fast-paced work environment
- Ability to work well under pressure with discretion and judgment
- A commitment to and an interest in peace and development

Location: This position is based at IEP headquarters in Sydney, Australia. Candidates from outside of Australia will not be considered to fill this position.

Hours: 9:00 – 5:30pm, Monday – Friday. This is role with an international focus and may, from time to time, require occasional evening and early morning conference calls.

Remuneration: The Communications Specialist remuneration package will be commensurate with experience.

Applications to: CV and cover letter addressing the selection criteria and desired personal qualities to jobs@economicsandpeace.org

Deadline for applications: 20 July 2018

Website: www.economicsandpeace.org, www.visionofhumanity.org