Job opening: Full Time Project & Communications Manager

1. Overview of role

The Club of Rome International Secretariat is looking for a dynamic and highly motivated Communications & Project Manager to manage a series of projects as well as the communications activities of the Club of Rome.

Key responsibilities:

- Draft press releases, OpEds, articles, policy briefs and other outreach materials such as brochures, conference materials, education materials, presentations and annual reports in collaboration with the Program Manager
- Manage the Club of Rome website and social media channels
- Create and execute communications and other campaigns
- Support the organisation of workshops, roundtable discussions, conferences and other events
- Other tasks as required, including supporting the Co-Presidents in undertaking their work on behalf of the Club

2. Your profile

- Master’s degree in Communications, International Affairs, Political Science, Economics, Environmental Sciences or similar
- Fluent in English; knowledge of another language
- Experience in social media, digital optimisation, and campaigns
- 2-3 years’ experience in communications and project management in the context of climate and sustainability
- Knowledge of and belief in guiding vision and objectives of The Club of Rome
- Profound interest in global issues of relevance to the Club of Rome
- Excellent organisation and time management skills
- Good computer literacy
- Network of journalists and media contacts is a plus
3. Employment conditions

- This is a full-time (40h/week) position under Swiss or Belgian law with an initial 1-year contract and competitive salary
- We offer a friendly, open-minded, and creative working atmosphere within a small team working in different locations
- The successful candidate would be based in Winterthur, Switzerland, or Brussels with the possibility of remote working.

4. How to apply

Send the following documents to jobs@clubofrome.org indicating the post you are applying for:

1. Motivation letter (max. 2 pages) including salary expectations
2. CV
3. Contact details for two referees and your relationship to them

**Application deadline**: Monday 29th March 2020 (23.59 CET)

**Starting date**: Q3 2020

The first round of interviews will be conducted via Skype.
Successful candidates will be invited to a personal interview, either face-to-face or virtually, depending on the restrictions as a result of the Covid-19 pandemic.

5. The Club of Rome

The Club of Rome is a global membership-based organization that was created to address the multiple crises facing humanity and the planet. Drawing on the unique, collective know-how of our 100 members – notable scientists, economists, business leaders and former politicians – we have been defining comprehensive solutions to the complex, interconnected challenges of our world since 1968.

The Club of Rome’s 50 years of thought leadership and convening power endow it with a catalytic role in accelerating our “emergence from emergency”. Through its five Impact Hubs, it seeks to translate thought leadership to action through robust and visionary conversations on the complex interconnected challenges facing humanity, and advocate for concrete outcomes to address them.

For more information: [https://www.clubofrome.org/](https://www.clubofrome.org/)