

Job opening GCP Communications Officer



1. Background

We, the Global Coffee Platform (GCP), are an inclusive multi-stakeholder sustainability platform that enables the coffee sector's journey towards sustainability. Guided by our vision of a thriving, sustainable coffee sector for generations to come, we work on achieving transformational change for 1mio+ coffee farmers by 2030. We enable producers, roasters, governments, traders, and NGOs to align and multiply their efforts and investments, collectively act on local priorities and critical issues, and grow and scale successful sustainability initiatives across the coffee world.

As GCP, we convene public and private sector stakeholders to create a common understanding on the most critical sustainability challenges at a producing country level. We strengthen public-private collaborations through national coffee platforms in order to improve the business environment for sustainable coffee. We offer our members the opportunity to engage through action-oriented initiatives designed to advance farmer prosperity through addressing local priorities and pressing sustainability issues. We facilitate measurement of sustainability progress and encourage our members to increase their sustainable coffee purchases.

In order to make this happen, we work in the GCP Secretariat in an open and friendly international team. We organise our work effectively, flexibly and innovatively, using agile methods and valuing positive cooperation and communication. We enjoy building bridges across the coffee world and within and between the private sector, public sector and civil society. We embrace learning and constantly developing our approaches, tools and ways of working further to achieve measurable results and impact. As the world changes, the coffee sector changes and so does GCP – as part of our team you can shape GCP of the future and help to build a sustainable coffee sector.

To support the Communications Manager and communication activities of GCP, we are looking to hire a Communications Officer to join our team.

2. Role & Responsibilities

The Communication Officer supports the Communication Manager in communicating to internal and external audiences, GCP Members, partners and stakeholders through the GCP website, newsletters, social media, and with coffee media.

Responsibilities include:

- Work closely with the Communications Manager and the GCP team in delivering regular communications activities and develop new communications and knowledge products.
- Provide editorial support of GCP's newsletters and website, which may include conducting interviews and writing articles.
- Support the production and dissemination of monthly newsletters and briefs. Maintain database for this (Mailchimp).

- Support GCP teams in coffee countries in communications activities.
- Coordinate communication for one multi-country project in East Africa.
- Create content for social media accounts and website.
- Contribute to the development of flagship reports, documents, and other GCP products through writing, planning and project management.
- Social media planning and account management including, but not limited to, Facebook, Twitter, Instagram, YouTube and LinkedIn.
- Support the development of webinar and event presentations (MS PowerPoint, Zoom) and provide online meeting support.
- Online stakeholder engagement.
- Proofreading.
- Work with and maintain events and production calendars.
- Contribute to the development of multimedia products including video, audio and visual.
- Ensure the integrity of the GCP brand.
- Event support.

The Communication Officer reports to the Communication Manager and closely collaborates with member management and country teams.

3. Profile & qualifications

For the Communication Officer, we are looking for an individual with the following experiences and skills:

Knowledge and experience

- Relevant degree in communications, public relations, marketing, or similar.
- At least 3 years of working experience in communications activities including conducting interviews, writing and disseminating reports, compiling newsletters, online articles and adapting content for different audience types.
- Relevant experience working with social media, webinars, newsletters and websites.
- Ideally, work experience in the coffee sector and/or coffee producing countries, or with other agriculture commodities/in the field of sustainability.
- Ideally, work experience in multi-stakeholder/membership organisations.

Preferred skills:

- Social media management and content development experience.
- Proficient in Microsoft Office Suite, content management systems and social media platforms.
- Experience in working with communication outlets.
- Familiarity with uploading content to WordPress-based websites; ability to perform basic website support.
- Familiarity with online editing tools such as Canva, Adobe XD and ability to work with templates.
- Excellent verbal and written communication skills in English and professional working proficiency in German.
- Good time management, interpersonal and organizational skills and ability to meet deadlines and manage competing priorities.
- Ability to work autonomously and in an online-team environment.
- Passion for sustainable coffee!

Advantageous:

- Additional language skills: Spanish / Portuguese / Vietnamese / Bahasa Indonesia

4. What we offer

This is a full-time position within GCP (40 hours per week) with a period of employment of initially one year, extension desired. The position is based at the GCP Secretariat in Bonn, Germany. Our office language is English.

We will negotiate an adequate and attractive salary and package with the successful applicant, which also covers relocation costs support. The gross monthly salary range for the position in Bonn is between EUR 3,200 and 3,700, depending on experience and competences. For the position in Bonn, our contracts are subject to German Labour Law and include 30 days of holidays per year, in addition to all German public holidays.

5. How to apply

Please send your application in English (a short letter of motivation, Curriculum Vitae, reference letters or reference contact details as well as a recent sample of your writing) with earliest start date and salary indication by email to staff@globalcoffeeplatform.org. **The deadline for applications is December 14th, 2022.** Applications will be revised on a rolling basis. We aim to hold the first round of interviews on the 15th and/or 20th of December 2022.

Please refer to “Communication Officer” in the subject line of your email. Applications will be treated with all due discretion.

For more information about the Global Coffee Platform please visit: www.globalcoffeeplatform.org