

Job Description



Job Title:	Research and Communications Officer		
Cluster:	Research		
Salary:	USD 36,692.07 per annum, (excluding benefits)	Contract Type:	12 Months (Renewable), subject to the successful completion of probation and funding availability
Location:	Remote (the successful candidate must have the right to work in the location where they are based)		
Reports to:	Head of Research and Analysis		
Direct Reports:	None		
Job Role			
Role Overview:	The Research and Communications Officer provides research and communications support to the CIVICUS Lens initiative and the State of Civil Society Report. In the research capacity, the officer conducts, transcribes and edits interviews with civil society sources and performs desk research to gather and verify information. In the communications capacity, they lead the design and implementation of media and social media strategies, which includes pitching op-eds to journalists and tracking the editorial flow of all research products. The role is responsible for producing visual content such as infographics and social media kits, maintaining the publications database, monitoring social media performance and organising webinars and launch events. Additionally, the officer manages the production and distribution of multilingual content by coordinating directly with designers, translators and editors.		
Areas of Responsibilities	Key Activities		
Communications	<ul style="list-style-type: none">• Support the development and coordination of research dissemination and follow-up activities.• Design and implement media and social media strategies for individual reports.• Organise webinars, press conferences and launch events.• Pitch op eds, reports and other research outputs to media outlets and journalists.• Prepare press releases and communications to our membership and other target audiences.• Track the editorial flow of research and media products.• Support the creation of messages for media and social media.• Maintain publications database.• Design social media templates for articles and interviews.• Produce visual content (infographics, maps, etc.) for articles and reports.• Prepare social media kits (posters, gifs, weekly recaps, etc.), draft posts and schedule publications.• Monitor performance of our social media publications.• Support the design, production and distribution of newsletters.• Keep publishing schedules and calendars up to date.		

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	<ul style="list-style-type: none"> • Track the editorial flow of research and media products. • Upload articles and interviews to CIVICUS Lens platform. • Review translations, as needed.
Research	<ul style="list-style-type: none"> • Identify and liaise with potential contributors; conduct, transcribe and edit interviews and organise other forms of consultation with CIVICUS members, partners and allies. • Gather and verify information through online searches. • Maintain research notes on relevant issues.
Coordination	<ul style="list-style-type: none"> • Coordinate with the Communications team on matters related to research dissemination and social media content. • Liaise with designers on layout, visual materials, and publication formatting for research outputs. • Liaise with translators and editors for multilingual content production. • Cultivate relationships with media outlets and journalists covering civil society and related issues.
Other	<ul style="list-style-type: none"> • Demonstrate CIVICUS values and principles in all their professional relationships and any interactions that may reflect on CIVICUS. • May be required to carry out other duties within the scope of the job.
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in communications, journalism, political science, international relations or development studies. • Proficiency in English. • Competence in French and/or Spanish (intermediate level).
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • Minimum 3-year relevant experience. • Familiarity with key international civil society networks and inter-governmental institutions. • Understanding of the global media landscape. • Understanding of social media platform dynamics. • Excellent written and oral communications skills. • Experience with social media messaging and distribution. • Ability to translate complex issues into accessible pitches and to develop messaging that resonates with target audiences. • Basic design skills (Canva, Piktochart). • Interpersonal skills: inclination and ability to work as part of a diverse, multicultural virtual team. • Behavioural skills: well-organised, able to work independently and to deliver under pressure and within deadlines, with high attention to detail.

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Desirable Knowledge, skills and Experience	<ul style="list-style-type: none">• Further specialisation in civil society and human rights issues.• Advanced design skills.• Video-making skills.• Experience in editing and translation.• Experience doing media outreach.• Experience with social media publication platforms such as Hootsuite.
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