

We are looking for a

DISSEMINATION AND COMMUNICATION SPECIALIST

Keywords: EC funded projects / Communication / Green Technologies

Job category: EC funded projects Communication, Dissemination and Community Building

Job location: Switzerland

Contract: Permanent

Start date: Q4 2023/ Q1 2024

Salary: Depending on the experience of the candidate, to be discussed

Holiday: 25 days per annum, plus statutory holidays

JOB DESCRIPTION AND RESPONSIBILITIES

We are looking for a Dissemination and Communication Specialist, with at **least 3 years' experience** in environmental and sustainable green technologies communication. . Preferably you should have also experience in contributing to the Communication and Dissemination of complex European research and innovation funded projects (i.e. Horizon Europe).

As Communication and Dissemination Specialist in D4P you will contribute to develop and manage community building, stakeholders' engagement, communication, media presence, and promotional messaging for European-funded and commercial research and innovation projects across various ICT domains, including for instance Internet of Things, smart cities, green technologies, cloud computing or next generation Internet.

You are passionate about storytelling and multimedia audience engagement. You will produce and publish editorial content for Horizon Europe projects and for the Digital for Planet organisation. You will creatively plan, research, write and proofread editorial content in the digital sustainability field. You will oversee the online communication, social media presence, community building, and promotional messaging for European-funded and research and innovation projects cutting across various ICT domains. Moreover, your responsibilities will include:

- Organisation of workshops, conferences and events (online and offline) in Europe and beyond with high profile stakeholders and limited budget.
- Animation of social media channels, i.e. Facebook, Twitter, LinkedIn, Mastodon.
- Coordination with the creative team (web designers, photographers, video makers etc) to improve editorial content presentation/ layout.
- Ensuring content is up to date across various media channels.

In close collaboration with the rest of the Digital For Planet team you will contribute to defining and maintaining the image of the organisation, delivering communications to support marketing and business acquisition, shaping corporate communications, PR, social media, events, and content creation Digital For Planet is involved in.

Close collaboration is also expected with the activities and work led by Martel Innovate that is the founding member of Digital for Planet.

You will be active in a friendly international environment and take part in international R&I projects across Europe (and beyond from time to time). In this respect, some travelling within (and rarely outside Europe) might be entailed.

FIT FOR THE CHALLENGE

- Comfortable developing multimedia content across multiple channels (web, social media, video, press, animations etc.)
- Ability to generate and translate ideas and concepts into first class digital news / blogs/ short articles / white papers / reports
- Outgoing personality: you will be required to walk into networking events and be comfortable introducing yourself and presenting the organisation.
- Strong writing skills – an editorial background in Web and social media content development experience with writing is of utmost importance, since you will be creating content for our company, projects, customers and / or partners.
- Communication and social media experience – a must. We need someone who can navigate WordPress and understands Twitter and Facebook for business, to start with
- Interest in and good understanding of the digital sustainability sector, green technologies and ICT industry.
- Previous experience in environmental/sustainability/green technologies comms.

More specifically:

- Excellent English
- Proven experience in the context of EU funded projects dissemination and communication
- Consolidated experience in Communication/Media/Community Management, including familiarity with online media / tools, such as Twitter, FB, LinkedIn, Instagram, Hootsuite, etc, online and off-line publishing platforms
- Good experience with content management and editing, such as white papers, brochures, press releases, blogs, news items, etc. for on-line and off-line usage
- Knowledgeable in at least one of the following key technologies: Internet, AI, IoT, 5G, Cloud, Media.
- Creative, open-minded, flexible, great time management skills, ability to multitask and proactive attitude.

What is a plus?

- Proven experience in the context of EC funded projects
- Previous experience in PR and event management
- Previous experience in the sustainability/digital sustainability field
- A Master's degree (or equivalent) in Communication / Media / Journalism

DO YOU WANT TO APPLY?

Send:

- Your CV
- Cover letter (clearly elaborate on why you are the right person for the job)
- Applicants should provide a digital portfolio with their applications (by hyperlink, QR code or similar). Hard-copy portfolios or attachments should not be submitted.

via email to careers@digital4planet.org indicating “**Dissemination and Communication Specialist**” in the subject.

ABOUT DIGITAL FOR PLANET

Digital for Planet is a non-profit association that unites a collaborative network of private, public, and research institutions from across the digital sector. Our vision is a digitally empowered society that ensures equal opportunities for everyone and lives in harmony with the environment. Together with our members and partners, we strive to advance the development and adoption of green digital technologies for the sustainable development of our society and the prosperous future of our planet.