

ICCA Consortium Call for Applications: Communications Coordinator

About Us

The ICCA Consortium (www.iccaconsortium.org) is a global, membership-based network that promotes appropriate recognition and support for territories and areas conserved by Indigenous peoples and local communities (ICCAs—territories of life) at the local, national, regional and global levels. The Consortium is rooted in the movement for equity in conservation and directly linked to the grassroots through its organisational Members (Indigenous peoples', community-based and civil society organisations) and individual Honorary members.

We are seeking a full-time Communications Coordinator to grow and lead our communications work in close cooperation with the rest of our Secretariat and our membership. The consultancy will be for the remainder of 2020, subject to a three-month review, with the possibility of extension. The successful applicant is expected to begin as soon as possible and can be based anywhere with a suitable working environment.

Key Responsibilities

Under the supervision and guidance of the Global Coordinator, the Communications Coordinator will be responsible for:

- Developing and ensuring implementation of a communications strategy and related policies, guidelines and plans for both internal and external communications;
- Clarifying and strengthening a coherent organisational identity for the ICCA Consortium;
- Overseeing the quality, consistency, maintenance and continual improvement of the ICCA Consortium's communications platforms and tools (website, social media, monthly Newsflash, online membership forum, webinars, news coverage, etc.);
- Building a network of aligned journalists and communicators (filmmakers, photographers, podcast hosts, etc.), developing multimedia communications products and pursuing opportunities for creative and thoughtful communication of the ICCA Consortium's work through mainstream and social media and the arts;
- Coordinating communications-related activities under specific projects; and
- Responding to ad hoc requests for communications support from the Secretariat and membership (e.g., for national, regional or international events).

Requirements and Key Attributes

This is an engaging, challenging, dynamic and multi-faceted role that requires strong and diverse skills, capacities and attributes, including:

- Strong understanding of and alignment with the ICCA Consortium's mission, organisational culture and the broader environment in which it operates.
- Passion for and personal dedication to issues concerning Indigenous peoples and local communities, conservation of nature and culture in territories of life and global sustainability.
- Exceptional work ethic, integrity and commitment to work in service of the organisational vision and mission.
- Ease with working independently and as part of a diverse global team, with people from different cultures located in various countries and time zones.
- Excellent inter-personal, communication and relationship management skills and commitment to continuous learning.
- Excellent organisational skills, ability to multitask and attention to detail.
- Self-starter attitude, ability to take initiative to organise her/his work independently and prioritise and follow through with an active and time-sensitive workload.
- Creativity, vision, proactivity and flexibility.
- Experience working with grassroots movements and/or non-profit organisations.
- Proven experience and proficiency working in communications and in a collaborative team setting.
- Proficient in working with various software programmes and apps to communicate internally in the Secretariat and with the membership (Office, WhatsApp, Slack, Zoom, etc.) and to complete the necessary communications tasks (social media platforms, programmes for editing photos, videos and audio files, etc.).
- Fluency in written and spoken English with excellent writing skills. Fluency in French and/or Spanish (the other two working languages of the ICCA Consortium) is highly desirable.
- Willingness to work for a modest level of remuneration.

Location and Team Arrangements

The Communications Coordinator will be part of the global team in the ICCA Consortium's Secretariat. The ICCA Consortium has no physical offices and all members of the Secretariat work remotely. Consultants can be based anywhere in the world and are responsible for securing a suitable working space with reliable and consistent internet connection and electricity.

Ideally, the successful applicant will take on all the responsibilities listed and work on a full-time basis. If necessary, and depending on the applicants, the role could be adapted into a part-time position.

The Communications Coordinator will have regular contact with and report directly to the ICCA Consortium's Global Coordinator and Programme Manager. The successful applicant will receive the necessary training (online) on her/his functions and ongoing support as needed from the Global Coordinator and Programme Manager.

Consultancy Agreement and Remuneration

The ICCA Consortium works with all consultants on the basis of a Consultancy Agreement (not an employment contract). The Consultant is responsible for all taxes, benefits and other social insurance costs pertaining to the Consultancy Agreement.

The successful applicant will start immediately. The initial Consultancy Agreement will be for the remainder of 2020, with a review period after three months. It may be renewed in 2021, subject to performance and available funds.

The intended remuneration, depending on the skills, experience and capacities of the successful candidate, is the equivalent of USD 1000-1600 per month for full-time or pro rata for part-time. All consultants work as semi-volunteers with modest levels of remuneration.

Application Process

We invite applications to be submitted by 8 May 2020 (23:59 CET) to the ICCA Consortium's Programme Manager (Ms Sarah Ryder) at sarah@iccaconsortium.org. Applications must include the following:

- A cover letter;
- A curriculum vitae (4 pages maximum);
- A portfolio of 4-6 examples of your communications work;
- A video (3 minutes maximum) telling us why you are the best person for this position and why you want to support the global movement of the ICCA Consortium (be yourself!); and
- Contact details of at least two referees willing to be contacted.

Applications must be submitted in English. Only complete applications will be considered.

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The ICCA Consortium celebrates cultural and human diversity and actively strives to be an inclusive organisation in terms of gender, sexual orientation, origin, race, age, language, social position, way of life, disability or religious, spiritual, ideological, or political convictions. We provide a welcoming and open environment for all who are motivated to collaborate with us to achieve our [mission](#). Members of Indigenous peoples and local communities and/or individuals from Latin America, Africa, Asia and the Pacific are particularly encouraged to apply.