JOB OFFER
COMMUNICATION MANAGER

Position: COMMUNICATION MANAGER

Sector: Non-profit organization

Organization: Peace and Sport - L'Organisation pour la Paix par le Sport

Our mission is to promote sustainable peace by raising awareness throughout society and by teaching young people about peace using the structuring values of sport. To achieve this, we set up international cooperation between leaders from politics, sport governing bodies and athletes, stakeholders in peace, the private sector and civil society. Our action is conducted through Locally-based projects- development projects in the field - and through the organisation of international and regional Forums to provide a platform for stakeholders to meet and exchange ideas. For more details, visit: www.peace-sport.org

Mission and activities:
The missions and activities of this position, under the supervision of the Management Team, are as follows:

COMMUNICATION AND PROJECT MANAGEMENT
Develop a communication strategy
Supervise the operational implementation of public relations actions

MEDIA RELATIONS
Define, qualify and constantly update press packs:
Manage press relations
- Develop a strategy for local and international press
- Keep in regular contact with identified key journalists (sport/Olympic/humanitarian) in major markets (US /UK / FR / Monaco)
- PROACTIVELY ORGANIZE interviews
- Reactively handle press enquiries
- Define language to best respond to each request
Write press releases, press packs and other communication for the media.
Coordinate French / English translation.
Publicize highlights and events
Organize press trips for programs abroad

STRATEGIC MONITORING & CORPORATE COMMUNICATION
Monitor news items on Internet for our sector (peace/sport/solidarity)
Monitor events, declarations and news about competitors etc.
Benchmark similar activities and partners to identify opportunities in the sector (speeches, participation in international events etc.)
Help to write speeches and prepare presentations
Help in writing and proof-reading various institutional documents
Provide help, advice and practical support for event organization
CREATE COMMUNICATION TOOLS
Manage invitations to tender for external communication consultants
Act as the interface for external service providers:
- Briefing, monitoring and final product
Support the editorial team in written content

MANAGE INTERNET SITE
Support the creation of texts for the internet site (Peace and Sport Watch)
Write content:
- Coordinate external consultants for page layout
- Instigate and coordinate site updates

MANAGE ADVERTIZING STRATEGY
Advise on and coordinate the buying of Ad space
Brief suppliers
Monitor Ad production

OVERSEE COMMUNICATION FROM THE PRESIDENT (IN CLOSE LIAISON WITH MANAGEMENT)
Keep abreast of current events, create language elements, implement a communication strategy concerning major subjects that make news headlines about sport institutions and Olympic matters
Suggest PR approach in line with current events (opinion pieces, interviews, blog posts, etc.)
Prepare the communication strategy for the President of Peace and Sport
- Support in media relations
- Organize regular meetings with various opinion leaders
- Recommend opinion studies and research
- Identify the best media channels to relay each message and initiative
- Advise the best way to optimize the diary of Peace and Sport’s President
- Identify speech opportunities
- Advise on travel
- Research and monitor competitors

COMMUNITY MANAGEMENT & DIGITAL MEDIA
Implement a community strategy: objectives, prospects, traffic
Grow the Peace and Sport online community and encourage loyalty of followers. Use social media to increase its prominence and number of followers
Coordinate editorial perspectives
Create a buzz around champions and other subjects and make them go viral
**Desired Skills & Experiences:**

- 10 Years Experience
- Degree in journalism, marketing or communications
- Significant experience in the communication and media fields
- Knowledge and experience of communication strategy, plan development and delivery across all communication disciplines
- Significant experience with the Olympic world
- Experience in written publication and press releases
- Experience with CSM website, and website design – ideal, but not required
- Excellent written and verbal communication (French and English)
- Good organisational and planning skills
- Ability to work under pressure and to tight deadlines
- Excellent interpersonal skills
- Ability to multitask and work across more than one project at a time
- Strong IT skills and technical Know how (Photoshop, Video)
- Good creative skills
- Interest and understanding of the non-profit/NGO sector and sport development

**Date:**

As soon as possible

Full-time (39h/week)

**Salary:**

Competitive + travel forfeit expenses (60€)

**Place:**

Based in the Principality of Monaco

**Apply:**

Please send a covering letter explaining why you think you best fit this job role along with your CV to: contact@peace-sport.org