

**SELECTION PROCESS 10/2020:  
METROPOLIS COMMUNICATIONS OFFICER**

Metropolis, the World Association of the Major Metropolises, brings together the governments of 138 urban agglomerations worldwide. With 34 years of history, today the association is the focal point of expertise on metropolitan governance. Raising the voices of metropolises to the global agenda and building capacity to deliver public policies and services, Metropolis contributes to finding common answers to the challenges of metropolisation.

**JOB OFFER:**

We are looking for a Communications Officer to lead and monitor the corporate image and fulfil the communication objectives approved in the association's work plan.

**KEY RESPONSIBILITIES:**

- Contribute to defining and ensuring the good use of the corporate image;
- Update the Metropolis style manual and promote it as a general working tool for the staff and collaborators;
- Maintenance and update of the website of the association;
- Write, edit, and disseminate content, including publications, press releases, website content, reports, and other promotional materials, ensuring the coherence of the association's image and discourse;
- Coordination with the UCLG communications manager;
- Management of social networks;
- Establish and maintain effective relationships with journalists, and maintain a media database;
- Administer the Customer Relationship Management (CRM) system and promote it as a general working tool for the staff;
- Carry out periodic internal training on communication tools and good practices, seeking the good use of the Metropolis brand and positioning;
- Perform other tasks that may be required for the proper functioning of the Metropolis Secretariat General.

**REQUIREMENTS:**

- **Personal skills**
  - Professional commitment
  - Skilled in communication, negotiation and influencing
  - Excellent written skills
  - Flexible and open to change
  - Rigorous and organized

**Metropolis Secretariat General**

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[www.metropolis.org](http://www.metropolis.org) #MetroGovernance

- Proactive, takes initiatives
- Team worker
- **Education**  
Degree in Journalism or Communication.
- **Professional experience:** More than 3 years' proven experience in a similar position in the area of communications, and networks of local governments.
- **Languages:**
  - Proficiency in least two of the three working languages of Metropolis – English, French and Spanish.
  - Knowledge of other languages will be considered an asset.
- **User-level computer skills (Word, Excel, PowerPoint) and good command of Internet.**  
**Strong digital experience, including website management, social media and analytics.**  
**Knowledge of desktop publishing software (InDesign/Photoshop).**
- **Availability to travel**

## WHAT WE OFFER:

- Full-time contract, immediate start.
- Gross annual salary of up to €39,000 in line with experience and qualifications.

To apply for this vacancy, please send your CV to [hr@metropolis.org](mailto:hr@metropolis.org) indicating **"METROPOLIS COMMUNICATIONS OFFICER"** in the subject line before the 4<sup>th</sup> March 2020 12pm CET. Interviews will be held on the 9<sup>th</sup> March 2020.

Release date: 20<sup>th</sup> February 2020