



Dans la Méditerranée...l'Arc Latin.....En el Mediterráneo... Arco Latino ...Nel Mediterraneo... Arco LatinoA la Mediterrània...L'Arc Llatí

CALL FOR THE RECRUITMENT OF AN INTERNATIONAL COMMUNICATION OFFICER

The Arco Latino Association is a network of local intermediated government created in 2002, with its headquarters in Tarragona. The network is made up of more than 15 territories and its works for territorial cooperation in the Mediterranean region; it carries out projects in the fields of innovation, sustainability, biodiversity conservation, social inclusion, sustainable tourism, energy transition and much more, as well as it provides trainings for its territories, technical reinforcement and capitalisation of good practices.

THE CALL OBJECTIVE

Arco Latino is launching the present call aiming at selecting an **international communication officer to be part of its job bank**. In case of a new position opened within the Permanent Secretariat of the association, the selected candidate will be integrated into its team.

JOB DESCRIPTION

- Project manager and communication strategy expert
- Designing and implementation of the project communication strategy
- Managing and coordination of communication campaign, tools production such as (videos coverage, newsletter, social media communication etc)
- Managing the project's budget
- Supporting in the design and organization of the project meeting
- Representation of Arco Latino in the project's meetings and other activities relevant for the network

REQUIREMENTS

1. University degree (communication, journalism, political science, or others)
2. Experience 3-5 years in managing projects and its communication
3. Experience in managing production processes of communication activities and tools
4. Experience in managing technical contents and transforming them into communication contents for different publics
5. Experience in event design and organization
6. Experience in managing budget and accountability
7. Languages skills: high level of English, Spanish (written and spoken) valuable knowledge of Catalan and French
8. Capacity for editing news and technical contents in English and Spanish (valuable Catalan and French)
9. Good knowledge of IT programmes and apps such as Office (Word, Power Point, Excel, Access); content manager systems CMS, Blog, social media (Linkedin, Twitter, Facebook), Mail (Mailchimp, Mailpro) clouds (Dropbox, WeTransfer) video platforms (Vimeo, Youtube) graphic editing content (Indesign, Photoshop, prezzi) Video editing (Final Cut Xpro, Premier)



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10. Availability to travel
11. Teamwork skills in an international environment, autonomy, pro-active and problem solving attitude and high negotiation skills

GENERAL JOB TERMS

- Contract duration: specific project or service (32 months)
- Hours: Full time, 37,5 hours/week
- Wage: 30.000 € gross annual
- Trial period: 3 months
- Starting date: Immediate (October-November 2019)
- Place of work: Arco Latino Association - 100, Passeig de Sant Antoni - Tarragona (Spain)

SUBMISSION OF CANDIDACIES

Those candidates meeting the abovementioned requirement can apply for the position by sending a CV and cover letter explaining their reasons for applying and why they consider themselves to be an ideal candidate for this job.

In order to guarantee equal opportunities in the selection process, candidacies must be submitted in the following format and order:

- A presentation letter explaining the reasons why they consider themselves to be the ideal candidate for this job.
- CV (max. 2 pages)
- Format: The letter and the CV may be submitted in the same file which must be in **PDF format** named Name_Surname_ALCOM_officer to the following mail secretariat@arcolatino.org object **ref ALCOM/2019 Name - Surname**

Submission will be open till the 27 of September 2019

RECRUITMENT PROCESS

- Analysis of the CVs to evaluate if the candidates meet the requirements and selection of a (maximum) 10 CVs with the highest score.
 - Interviews with the (maximum) 10 candidates with the highest score. During the interview candidate will have a practical test to submit
- The selected candidate must submit credentials that prove the qualifications described in the CV.