

Job title: Communications Coordinator
Reports to: Head of Communications and Advocacy
Duty station: The Hague, the Netherlands

Job Description

FIP is looking for a Communications Coordinator. This is a junior role, suitable for a recent graduate.

Job Purpose

The purpose of the Communications Coordinator is to support FIP's communication activities as part of the Communications Team, and aligned with the One FIP ethos.

Main Duties and Responsibilities:

Social media

- Source, prepare and post content, messages and responses on FIP social media (e.g. Facebook, Twitter, LinkedIn, Instagram, etc.) in accordance with a planned calendar and engage with users
- Monitor FIP social media activities and outcomes as required
- Assist in the development and implementation of social media communication strategies and plans FIP website
- Prepare and post new content onto fip.org
- Update existing web content Communication materials/campaigns
- Assist in proofreading and formatting of content
- Prepare, layout and send mailings (e.g., member organisation newsletters and press releases) – Coordinate the production of the member organisation newsletter and other content
- Assist in handling translations of FIP content
- Assist in the production (including writing) of the International Pharmacy Journal and other publications (including press releases), including coordinating work with external designers and other contractors
- Produce (create, film, edit) video material
- Create/Edit graphics
- Support the implementation of the World Pharmacists Day campaign and other campaigns
- Support the planning and execution of communications activities related to FIP congresses and FIP Digital Events Information gathering
- Assist the development of communication strategies through research and gathering information as required
- Assist in the evaluation of communication department activities Promotion of FIP constituencies
- Work with FIP boards/groups/officers to give higher visibility to the work of constituencies, under the "One FIP" ethos (20% of time ringfenced).

Relations with the press

- Maintain FIP's press database
- Monitor and archive press coverage In addition to the above duties and responsibilities, the Communications Coordinator may be required to assist in other areas temporarily.

Skills, knowledge and attitude:

- Excellent written and verbal communication skills in English (native level essential)
- Writing, editing and proofreading
- Fluency in additional language(s) desirable (particularly Arabic, Chinese, French, Russian, Spanish)
- Experienced user of Word, Excel, Outlook, PhotoShop, Adobe Premiere Pro and, ideally, of customer relationship management software (Salesforce), email marketing platforms (Mailchimp), and website content management systems (WordPress)
- Video production (i.e., directing, filming -- camera and sound --, editing)
- Attention to detail
- Organisational skills, including ability to set priorities and to manage multiple tasks under time pressure, and ability to meet deadlines
- Ability to follow operating procedures precisely
- Information gathering skills
- Cultural awareness and sensitivity
- Flexibility
- Positivity and team working