

## **IWGIA is looking for a strong communicator with excellent language and documentation skills**

*Are you motivated to drive social change through communication? Do you thrive equally well sending messages to specific target groups and developing individual documents and publications for diverse audiences? Can you speak and write fluently in English?*

If you answered yes, then you might be IWGIA's new Documentation and Communication Manager.

At IWGIA, we proudly support indigenous rights through our 'triangle of change' for which documentation and advocacy are two pillars. A crucial part of this work is centered on documenting the challenges that indigenous peoples face as well as their contributions locally and globally. Our flagship publication is our annual publication 'The Indigenous World' where volunteer authors from all over the world write articles on last year's developments in indigenous peoples' rights.

As our Documentation and Communication Manager, you will be responsible for coordinating and ensuring the high-quality design of IWGIA-supported publications, including our flagship publication. You will also make sure that the information reaches the relevant stakeholders, whether it's international media, indigenous partners or politicians. Additionally, you will assist in day-to-day tasks such as creating content for IWGIA's communication platforms, updating our website and designing graphical material for events and campaigns. This is a permanent position at IWGIA's office in Copenhagen where you will be a part of the Engagement and Documentation Team.

## **Tasks**

As our Documentation and Communication manager, you would:

- Lead the development of our annual publication, 'The Indigenous World'
- Coordinate and ensure the high quality design of IWGIA-supported publications
- Help disseminate publications to target audiences
- Develop and keep our Publication database updated
- Write articles and offer ad-hoc maintenance of IWGIA's English website
- Position IWGIA as a go-to organization for the international press on indigenous issues by developing our relation to key-media
- Write and send out a bi-annual newsletter with new publications
- Develop graphic material to help visualize IWGIA's work and indigenous issues
- Participate in ad-hoc tasks such as editing communication material in English, design flyers for events or determine the right angle to a story.

## **Skills**

You are ideal for this job if you have:

- A relevant university degree in Communication, Journalism or Social Sciences
- Exceptional command of the English language, preferably as a native English speaker (fluency in Spanish and Danish is an asset).

- At least 3 years of experience in a communication position where editing and designing communication material was a part of your responsibilities
- Project Management experience with multiple stakeholders
- Proven coordination/organization skills.
- Ideally you have good graphic design skills and experience with designing both digital and print material
- And some experience writing newsletters (preferable Mailchimp) and updating websites (preferable Joomla)
- Strong intercultural and interpersonal skills and communication skills
- The ability and motivation to work in a team and put in an extra effort when needed
- Knowledge of human rights and preferably indigenous peoples' rights

## Benefits

We offer a permanent position at our office in Copenhagen, where you will find a vibrant and exciting work environment that allows space for personal engagement, independence, and a variety of diverse responsibilities. The position will require some flexibility as there will be occasional periods with additional work and you must be able to spend most of your working time at the office.

Work hours are 37 hours a week, including ½ an hour for lunch. IWGIA follows the Danish state's salary levels.

Application deadline: 7 January 2019. First interviews 16-17 January 2019. Please send a short motivation letter and your CV to: [position@iwgia.org](mailto:position@iwgia.org).

For more information, please contact Julie Koch Executive Director, [jk@iwgia.org](mailto:jk@iwgia.org) tlf; +45 6116 7788 or Bue Heckmann, Press and Communications Manager, [bh@iwgia.org](mailto:bh@iwgia.org) tlf; +45 5373 2843

*IWGIA is committed to equal employment opportunity and we therefore encourage everybody – irrespective of age, gender and of religious, sexual, national or ethnic affiliation – to apply for this position.*

IWGIA is an international human rights organization promoting, protecting and defending indigenous peoples' rights. We *document* indigenous peoples' situations, the violations of their rights and analyze trends; *empower* indigenous peoples through organizational support and projects on the ground and by supporting human rights institutions to advance indigenous peoples' rights; and we conduct *advocacy* with and in support of indigenous peoples towards key duty bearers at international, regional and national levels.

