



# CCIVS

## CCIVS is looking for a COMMUNICATIONS OFFICER

Founded in 1948, CCIVS is a coordinating body for international voluntary service (IVS) organisations it is made up of 200 diverse independent grassroots organisations in 80+ countries around the world (including three international networks SCI, ICYE & IBO) coming together under a common banner and vision that of social change through IVS and the ultimate goal of world peace. These organisations mobilise 40.000 volunteers per year and work with 3000 local communities.

CCIVS acts as a link to establish relations between the members and international institutions such as the EU, different UN agencies or foundations.

CCIVS activities projects include:

**Networking and International Representation:** CCIVS organises inter-regional projects of IVS organisations, global meetings and participates in institutional forums and high level meetings (UN, INGOS, public and private stakeholders) to defend the priorities of the International Voluntary Service Movement

**Training and Capacity building:** Trainings for volunteers, leaders, trainers and staff of IVS organisations to develop the organisational capacities of members

**Communication and campaigns:** CCIVS puts IVS organisations and other institutions into contact and provides information, materials and tools. Promotion of campaigns to raise visibility and strengthen the work of IVS organisations

CCIVS is looking for a person who is open, willing to learn and to actively engage with the work of CCIVS. In addition to the responsibilities written below, CCIVS offers the chance to learn about the workings of an international network, to engage with people coming from diverse countries around the world and to discover the work of IVS organisations.

### **MISSION & PROFILE :**

We are looking for a creative, motivated and independent person willing join the CCIVS Secretariat.

#### **Main responsibilities:**

- Contribute to the promotion and visibility of CCIVS activities.
- Support with the coordination of the Global Human Rights week of CCIVS taking place in October – a one week communication event
- Create promotional supports in different formats (leaflets, posters, videos, annual reports etc.) for the organisation's activities and projects.
- Publish a newsletter every two months and follow the communication of the organisation (website, facebook, twitter, instagram account, etc.)
- Update the CCIVS databases
- Update the CCIVS website and social media
- Be proactive in making proposals for better communication tools and develop a communication strategy
- Keep up to date with CCIVS actions and campaigns

**Profile of the candidate:**

- Fluent working knowledge of English
- Experience in graphic design, photo and film-making (Illustrator, Photoshop, InDesign)
- Experience in Wordpress
- Is able to work independently
- Is able to respect, develop and work in team spirit
- Is able to handle administrative work

**based at:**

**CCIVS, UNESCO House, 1 Rue Miollis, 75015 Paris, France**

**APPLICATION:**

Please send you CV and motivation letter [secretariat@ccivs.org](mailto:secretariat@ccivs.org) as soon as possible

**Start date Mid November 2019**