



Since 2003, ARC International has been advancing lesbian, gay, bisexual and transgender (LGBT) rights. ARC plays a unique role in facilitating strategic planning around LGBT issues internationally, strengthening global networks, and enhancing access to UN mechanisms. Please visit our website at www.arc-international.net for more information about our activities.

JOB DESCRIPTION

Job title:	Communications Officer
Based in:	Position may be based anywhere with reliable internet connection
Status:	Part-time contract position (between 20- 40 hours/month on average)
Salary:	Competitive rate, based on experience
Application deadline:	19 January 2015

Duties:

- Multiple web site management, including development of a blog
- Coordinating social media notices including on Facebook and Twitter
- Coordinating the quarterly ARC e-bulletin
- Managing a large community listserv and other mail groups
- Preparing flyers, press releases and other materials as required
- Coordinating translations and preparation of documents and publications
- Any other related tasks

Requirements:

- Bachelor's degree in relevant field (or equivalent experience)
- Understanding of human rights issues relating to sexual orientation and gender identity
- Ability to work on own initiative to build on and develop ARC's communications strategy, combined with the ability to work effectively as part of a team
- Good interpersonal and communications skills
- Developed capacity for tact, diplomacy and negotiation
- Excellent writing skills
- Ability to design effective communication products & formulate communication messages and strategies
- Ability to develop relationships with the media, other civil society organizations, and networks

- Highly organized, with good attention to detail and developed ability to prioritize multiple tasks to meet tight deadlines and organize work
- Proven experience of using MS office applications and content management systems, in particular WordPress
- Knowledge and skill in graphic design a plus
- Fluency in English required. French, Spanish and other languages beneficial
- Commitment to social justice and equality essential.

Please respond to applications2015@arc-international.net (with Communications Officer in the subject line by January 19, 2015), with a one-page statement about your qualifications for this position. Please attach your CV and a writing sample, together with the names of two referees. We will offer competitive compensation based on experience.

ARC International is committed to equality and non-discrimination and affirming diversity in all matters relating to hiring and employment.