

## JOB DESCRIPTION

### Basic Information

<b>Job title</b>	Communications Volunteer
<b>Department</b>	Communications Unit
<b>Category</b>	Volunteer
<b>Reports to</b>	Communications Manager
<b>Based on</b>	WLA - CdM Secretariat in Madrid, Spain
<b>Office space</b>	Access to computer and office facilities
<b>Length</b>	4-6 months (flexible)
<b>Period</b>	From 1 <sup>st</sup> March 2019 onwards (flexible)

### Organizational Context

The [World Leadership Alliance - Club de Madrid](#) (WLA - CdM) is the largest, worldwide assembly of political leaders working to strengthen democratic values, good governance and the well-being of citizens across the globe. As a non-profit, non-partisan, international organization, its network is composed of more than 100 democratic former presidents and prime ministers from over 60 countries, together with a global body of advisors and experts practitioners, who offer their voice and agency on a pro bono basis, to today's political, civil society leaders and policymakers. The WLA - CdM responds to a growing demand for trusted advice in addressing the challenges involved in achieving 'democracy that delivers', building bridges, bringing down silos and promoting dialogue for the design of better policies for all. This alliance represents an independent effort towards sustainable development, inclusion and peace, not bound by the interest or pressures of institutions and governments, by providing the experience, access and convening power of its Members.

### Objectives

The Communications Volunteer's main role will be to support the implementation of the communications and advocacy strategies of WLA - CdM, under the overall supervision of the Communications Manager and the Communications Assistant, working also in direct collaboration with other colleagues in Outreach and Development Department.

As part of the volunteering experience, it is expected that the successful applicant will increase understanding of WLA - CdM's work in a context of global leadership systems and organizations, and the pursue of democratic values. The Communications Volunteer will work as a team member in a multicultural setting, participate and meet with WLA - CdM's staff and other units, and expand her/his exposure to communications & advocacy planning, implementation and monitoring.

### Main Functions

- Support the preparation and edition of WLA - CdM communication packages including press releases, audio-visual/printed material and related pieces;
- Help with the promotion, feed and maintenance of the WLA - CdM website;
- Support the management, maintenance and update of the WLA - CdM social media channels;
- Create/draft related communications and advocacy materials/pieces, and prepare briefing notes on strategic partners and potential collaborators;

- Assist in the preparation, design, and publication of newsletters, updates and reports internal and externally;
- Keep track of news pertaining to the work of the organization and create media clippings reports;
- Support the research, mapping and benchmark for improving communications, outreach and media engagement;
- Help with the updating of WLA - CdM databases (media, influencers, stakeholders, collaborators);
- Assist in the planning/organization of WLA - CdM events and activities;
- Support the media/social media impact measurement;
- Other duties as the Communications Unit may reasonably require.

### Competencies

- International outlook and respect for diversity of culture, gender and nationality;
- Demonstrate consistency in upholding and promoting professional integrity and organizational values;
- Ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds;
- Commitment to promoting democratic values;
- Strong interpersonal and communication skills;
- Capacity to communicate and present information in a concise and capturing way;
- Strong coordination skills and ability to work independently to deliver agreed results and meet strict deadlines;
- Excellent organizational, teamwork and problem-solving skills;
- Ability to manage multiple tasks effectively;
- Energy, enthusiasm and dedication.

### Qualifications

- Bachelor's degree in Communication, Journalism or related field. Postgraduate studies will be an asset;
- Professional experience in the communications field will be preferred;
- Experience related to communications and social media outreach, whether voluntary (such as campaigning), private (such as blogging, creative writing, etc.) will be an asset;
- Political awareness, interest in international relations/politics and the promotion of democracy;
- Graphic Design and IT skills, including Microsoft Office, InDesign and Photoshop;
- Knowledge of audio-visual edition (Final Cut) and use of photo cameras will be an asset;
- Knowledge of online and offline communications tools: Facebook, Twitter, YouTube, Instagram, mass mailing...
- Knowledge of content management systems (WordPress will be an asset);
- Fluency in English and Spanish, both oral and written, is required;
- Knowledge of the other language will be an asset.

Interested applicants should share their CV and a brief statement of purpose on why they feel they are fit for the position to <http://www.clubmadrid.org/get-involved/#work-with-us> by **Sunday, 17<sup>th</sup> of February 2019, at 23:59 Madrid local time**. Only shortlisted applicants will be contacted. Volunteers are not financially remunerated by WLA - CdM. For further information please contact [sdeagustin@clubmadrid.org](mailto:sdeagustin@clubmadrid.org)