



CAMPAIGN TO **STOP** KILLER ROBOTS

Campaign to Stop Killer Robots - Job Description

Position Title:	Communications Officer, Campaign to Stop Killer Robots
Location:	Remote - African/European timezones preferred
Contract Period:	One year, fixed term with possibility of extension. This is a full-time position.
Salary:	We offer a competitive salary based on location.
Reporting Relationships:	Media and Communications Manager, Campaign to Stop Killer Robots

About the organisation

The Campaign to Stop Killer Robots believes that people are too valuable to allow the automation of killing. In a context of growing digital dehumanisation, we are a coalition of organisations working together to ensure human control in the use of force. Technology should be used to empower all people, not to reduce us – to stereotypes, labels or just a pattern of 1's and 0's. Our campaign calls for new international law on autonomy in weapons systems so as to protect our shared humanity for the future.

Position Summary

The Campaign to Stop Killer Robots is looking for a skilled and creative person to play an integral role in our communications work. Our new Communications Officer will join us at a pivotal time for the Campaign as we have developed a new Vision and Values and we are currently undergoing a website and branding redevelopment with an expected launch of our new brand identity in the second half of 2021.

The ideal candidate will have a minimum of 3 years experience in communications related work. This job will fall into two main areas; social media management and media relations. We are looking for an individual with a proven track record of managing social media growth across various platforms, proficiency in photo, video and graphic design content creation and editing, and experience in media relations - writing press releases, arranging interviews with spokespeople etc.

This position reports to the Media and Communications Manager and it can be flexibly located, which would require the facility to work from home. The Communications Officer will work closely with other members of the staff team based in various locations around the world and with our much larger global community of member organisations. We are looking for an individual who is solution focused, with good interpersonal skills and who thrives in a collaborative and multi-cultural environment.

This position is for someone who loves storytelling and believes in the positive power of social media and centering humanity in communications. A successful applicant should be aware of fast moving social media, pop culture, social and political trends. They should know how to produce engaging, dynamic and educational content across our digital platforms to build interest in our goal of regulating autonomy in weapons systems and retaining human control over the use of force. This position is perfect for someone who is passionate about using their communications skills to contribute to a better, safer world where technology empowers all people.

Key Tasks and Responsibilities

The Communications Officer will:

1. Manage the Campaign's digital and social media communications.
 - a. In collaboration with the Media and Communications Manager, develop a social media strategy that focuses on engaging Gen Z and Millennial audiences within the context of the Campaign's overarching strategy for 2021-2022.
 - b. Create and manage a content schedule to amplify the Campaign's reach and build our social media following.
 - c. Create regular and dynamic social media and digital content.
 - d. Actively look for opportunities to increase engagement and audience reach across social platforms.
 - e. Monitor and respond to interactions from followers on social media.
 - f. Create and produce newsletters for our subscribers.
 - g. Write, edit and distribute various types of content, including material for our website, blog etc.

2. Manage the Campaign's basic media relations.
 - a. Respond to media inquiries and arrange interviews with spokespeople.
 - b. Cultivate effective relationships with journalists and maintain our media database.
 - c. Actively identify opportunities to pitch stories to media outlets and monitor media coverage.
 - d. Arrange press conferences and draft press releases.

3. Contribute to the Campaign's regular communications work
 - a. Support the sharing of materials with our campaigners and ensure that resources we produce are accessible and helpful to their work.
 - b. Other duties as directed by the Media and Communications Manager.

Qualifications

We are eager to hear from candidates who can perform the essential functions of this role, even if they do not meet all our desired criteria - particularly if they are from backgrounds currently underrepresented in the NGO or disarmament sectors.

Essential:

- University degree or equivalent work experience
- A minimum of 3 years experience in communications related work
- An excellent command of spoken and written English
- An ability to communicate effectively with a wide range of stakeholders at different levels
- Strong interpersonal skills and ability to work collaboratively
- Strong political and social instincts with an ability to identify and strategically assess new opportunities
- Experience producing and editing website copy, blogs, press releases, social media posts and internal communications material.
- Proficient in generating and editing infographics, photo and video content.
- Capability in the following softwares or their equivalent: Adobe Photoshop, AfterEffects, Premiere Pro, Canva, Final Cut Pro.
- Command of social media analytics
- Familiarity with Mailchimp, and CMS platforms (WordPress)
- A good understanding of messaging for target audiences
- Experience working with press.

Desirable:

- An understanding of intersectionality
- Working knowledge of another language
- Experience working with campaigns
- An understanding of campaign coalitions
- Knowledge of the UN and the wider multilateral systems
- A good command of Google analytics

How to Apply

Email your CV/resume and a cover letter to jobs@stopkillerrobots.org by 1 July 2021. Please write "Communications Officer" in the subject line. Please note that due to the volume of applications, only shortlisted candidates will be contacted.