



## Job Description: Social Media & Communications Officer

<b>Job Title</b>	Social Media & Communications Officer
<b>Based at</b>	Remote. Ability to travel to London, United Kingdom for in-person meetings is essential.
<b>Reports to</b>	Media & Communications Manager, Stop Killer Robots
<b>Job Purpose</b>	To support social media, communications and digital campaigning work to counter digital dehumanisation, reduce the automation of harm, and regulate autonomous weapons.
<b>Staff managed</b>	Interns, consultants, and volunteers as required.
<b>Salary</b>	We offer a competitive salary and benefits package based on location.
<b>Contract period</b>	One year fixed term with the possibility of extension. This is a full-time position.

Stop Killer Robots is looking for a creative and dynamic person to join our team to support social media, communications and digital campaigning work to counter digital dehumanisation, reduce the automation of harm, and regulate autonomous weapons.

### About the organisation

The Stop Killer Robots campaign is an international coalition working to address the challenges posed by autonomy in weapons systems. Stop Killer Robots believes that people are too valuable to allow the automation of killing. Technology should be used to empower all people, not to reduce us. In a context of growing digital dehumanisation, we are a coalition of organisations working together to ensure human control in the use of force. Our campaign calls for new international law on autonomy in weapons systems to protect our shared humanity for the future.

### About the position

The Social Media & Communications Officer will be responsible for creating dynamic and engaging social media and web content that supports Stop Killer Robots' campaign strategies. We are looking for a creative individual who loves social media, with a record of managing social media growth and community engagement across various platforms, particularly TikTok and Instagram. The ideal candidate should have a flair for content creation; confidence in photo and video collection and editing; and aptitude for graphic design.

This position is for an avid consumer and producer of social media, who is aware of fast moving social media, pop culture, social, and political trends and an eye for recognizing what makes for both timely and engaging content. They should be up for a challenge and enjoy travelling and working in diverse environments - from the United Nations to campaign meetings around the world.

Reporting to the Media & Communications Manager, the Social Media & 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.

### **How to Apply:**

Email your CV and a cover letter to [jobs@stopkillerrobots.org](mailto:jobs@stopkillerrobots.org) by 18 April. Please write 'Social Media & Communications Officer' in the subject line.

### **Job Objectives and Responsibilities**

#### **1. Manage the Campaign's digital and social media communications (80%)**

- 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 2023-2024;
- Create and manage a content schedule to amplify the Campaign's reach and build our social media following;
- Create regular and dynamic social media and digital content;
- Actively look for opportunities to increase engagement and audience reach across social platforms;
- Monitor and respond to interactions from followers on social media;
- Create and produce newsletters for our subscribers;
- Write, edit and distribute various types of content, including for our website, blog, and other publication materials.

#### **2. Contribute to the Campaign's regular communications work (15%)**

- Support the sharing of materials with our campaigners and ensure that resources we produce are accessible and helpful to their work;
- Create and distribute promotional materials to campaign supporters
- Other duties as directed by the Media and Communications Manager;

#### **3. Media support (5%)**

- Respond to media inquiries and arrange interviews with spokespeople;
- Support press releases and press conference work.

### **Qualifications**

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

#### **Essential:**

- University degree or equivalent work experience and/or minimum of 3 years experience in communications related work
- Excellent copywriting skills with experience producing and editing social media posts, website copy, blogs, and internal communications material
- Proficient in production of imaginative and efficient content creation
- Confident command of digital advertising
- 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
- Solid understanding of SEO, keyword research, web and social media analytics
- Familiarity with Mailchimp, and CMS platforms (WordPress)
- A good understanding of messaging for different target audiences
- Hands on experience in content management

**Desirable:**

- An understanding of intersectionality
- Working knowledge of another language
- Good time-management skills
- Excellent multitasking skills
- Team player with problem-solving skills

Having a diverse staff team enables us to understand and meet the needs of people from diverse perspectives, and creates an atmosphere that supports positive relationships and communications. We are eager to hear from candidates who can perform the essential functions of this role. All qualified persons are encouraged to apply regardless of race, colour, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, marital or domestic partner status, or religious affiliation.