CARE INTERNATIONAL SECRETARIAT

Position Title:	**Emergency Communications Coordinator (100%)**
Grade:	
Supervisor:	**Senior Humanitarian Communications Coordinator**
Supervises:	**N/A**
Location:	Flexible. Countries where CARE has a registered office and can host the role and where the candidate has relevant work authorization.
Type of Contract:	Contract managed by your hiring office, following labor conditions and regulations adhered to by that office.
Travel:	Expected to travel regularly, including on short notice during emergencies

1. BACKGROUND AND OVERVIEW

CARE's vision is to seek a world of hope, inclusion, and social justice; where poverty has been overcome, and people live in dignity and security. CARE[1] puts gender equality, diversity, and inclusion at the center of all we do because we know that we cannot overcome poverty and social injustice until all people have equal rights and opportunities. CARE's Vision2030 places gender equality at the heart of our ambitions, and it radiates through all our work at the level of individuals, teams, the organisation, our programs, and our partnerships.

CARE International (CI) is among the world's largest international non-governmental humanitarian relief and development Confederations. Drawing on its 75 years of experience, through its 21 Members, Candidates, and Affiliate, as both a practitioner and thought leader, CI's work reaches over 100 countries worldwide to save lives, defeat poverty and achieve social justice.

At the core of the Confederation is a small, globally distributed Secretariat, which provides coordination and support to its members in many areas as governance, strategic planning, communications, membership development and accountability, advocacy, humanitarian response, and program development. CARE International is committed to gender equality and inclusion, gender justice, human rights and women's and girls' empowerment. This commitment is manifested at the individual and team level as well as in our programming, communications, fundraising and advocacy.

2. POSITION SUMMARY

CARE International (CI) Secretariat is looking for an Emergency Communications Coordinator to lead on humanitarian media support globally to achieve positive, high-quality coverage that elevates CARE's humanitarian response work. Working closely with CARE colleagues around the world, and under the supervision of the Senior Humanitarian Communications Coordinator, you will gather content during emergencies, support teams globally in developing press materials and strategies, help manage relationships with

[1] Throughout the guidance, the term organisation is used to represent the combined total of the confederation, CARE is a confederation of independent globally connected organisation. CARE is not one single organisation; membership is diverse and we are seeking to further diversify it.

global media outlets, while seizing opportunities for coverage whenever they arise. If you are a news junky with a strong interest in foreign affairs and humanitarian issues, and experience of working in a busy press office or news room, we would love to hear from you!

3. MAIN RESPONSIBILITIES – specifically but not limited to

Humanitarian media (80%):

- Support the management and development of partnerships with traditional and emerging international news and media outlets, including by drafting fast pitches and press releases in line with the global news cycle
- During major, high-visibility humanitarian emergencies, travel to affected regions to gather content (stories and visuals) and help coordinate global media requests with CARE and our partners' spokespeople
- Support the development of proactive and reactive local, regional and global media strategies in line with global policies and approaches
- Support CARE's regional communications teams in the development of media materials and packages for use across multiple media markets
- Support teams working on thought leadership reports relating to humanitarian emergencies with effective media dissemination plans
- Monitor global news trends and outlets for opportunities for positioning CARE's work in line with our mandate, values, and areas of expertise
- Perform weekly media monitoring of CARE's global media hits and coverage, including monitoring articles that pose a reputational risk to CARE or peer organizations
- Create quarterly media impact reports of CARE's global media coverage.

Capacity building and support to the Secretary General and CARE country member partners (20%):

- Provide regular training and capacity building on media pitching, press release writing, and spokesperson training
- Position CARE's Secretary General in relevant media outlets, including by providing support for developing op-eds and other thought leadership pieces
- Work closely with other members of the CARE International Secretariat communications department to develop policies, guidelines, and tools that support an integrated and coherent approach to CARE's global public communication and positioning
- Perform other related duties as assigned.

4. KEY WORKING RELATIONSHIPS

- Part of the CARE International Secretariat communications team
- Direct reports to Senior Humanitarian Communications Coordinator
- Closely collaborates with Digital Communications Coordinator, Regional Communications Advisors, and CARE Member media teams globally

5. QUALIFICATIONS (Key Selection criteria)

Education and work experience:

- Bachelor's degree or equivalent combination of education and work experience
- 3+ years experience as a journalist OR in a similar press officer role for an international humanitarian organization
- Strong photography and video skills
- As a global organization, we celebrate those that can bring different languages to the workplace. Our official working language is English, and fluency is required. However, fluency in our other working languages, Arabic, French, and Spanish is also an advantage.
- Exceptional press and media writing skills are essential.

Other essential competencies for the role:

- Experience working to tight deadlines in a fast-moving environment
- Flexible, can-do attitude and a good team player who embraces diversity
- Diversity: A global citizen that seeks inspiration through working with diverse individuals and teams
- Inclusion: Committed to a just world where all people live in dignity and security and equality is a reality.
- You should be a creative and strategic thinker with experience in leading projects and have the confidence to influence externally and internally
- Interest in/passion for CARE's mission and values.
- Willingness to travel up to 30-40%.

CARE International is committed to preventing all unwanted behavior and all forms of misconduct at work, including fraud and corruption and sexual harassment, exploitation and abuse, and child abuse. Everyone who works for CARE is expected to share this commitment and work within CARE International's Safeguarding Policy and sign our Safeguarding Code and Conduct.

CARE International is committed to a safe recruitment process to help attract and appoint the right staff for the role and responsibilities set out in the vacancy notice. All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. We will seek at least two references, one of which must be your most recent employer. In addition, we participate in the Misconduct Disclosure Scheme and will request information from job applicants' previous employers, about any findings of sexual exploitation, sexual abuse, child abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, you confirm your understanding and agreement with these checks.

HOW TO APPLY

Interested and qualified candidates should submit their **CVs and a brief covering letter of interest in English to cirecruitment@careinternational.org by February 17, 2023.** Only short-listed candidates will be contacted. Only candidates with the relevant work authorization will be considered.

More Information on CARE International is available at www.careinternational.org.

CARE puts gender equality and social justice at the front of our work. We seek to ensure that who we are as an organisation reflects our vision of a world where ALL people can live in dignity and security. Our diversity is our strength. We encourage people from all backgrounds, nationalities, abilities, beliefs, genders, and experiences to apply.