

JOB OPPORTUNITY: COMMUNICATIONS OFFICER

The Air Transport Action Group (ATAG) is looking for a Communications Officer to join our organisation based in Geneva, Switzerland. ATAG is a small and dynamic team of people working to bring about change in the aviation industry, covering the sustainable development of air transport and with a focus on climate action in aviation. This role will be to assist the Head of Communications in developing and implementing a communications strategy for 2015 and 2016 and will provide the chance for a communications professional with 2-3 years' experience to build their skills and help shape the sustainable development of this vital global sector. We are excited about the work we do at ATAG and we have an opportunity to bring someone on board who will help us share that excitement with the rest of the world, whilst also pushing for change within the sector.

- » Based in Geneva, Switzerland.
- » A one-year contract, starting in January 2015.
- » A small amount of international travel will be necessary.
- » Full-time position.

Core responsibilities / duties:

- » Writing and managing blog posts, case studies and news articles on the website www.aviationbenefits.org.
- » General website coordination.
- » Social media activity and strategy for the organisation on Twitter, Facebook and LinkedIn.
- » Coordination of industry speaking opportunities at a wide variety of international events, for both staff at ATAG and partners.
- » Media monitoring and compiling a daily report for aviation industry.
- » Helping to draft media material, speeches and policy papers.

The role requires diplomacy and the ability to engage professionally with communications teams and high-level delegates from across the aviation sector, the United Nations system and the general public. Due to ATAG's commitment to the industry, we occasionally need to work weekends or long hours (around conferences and deadlines), but are flexible in return.

Basic qualifications and requirements:

- » Bachelor's degree in communications and 2-3 years relevant communications and advocacy experience.
- » English, either as mother tongue or to a very high professional and social proficiency.
- » Excellent writing skills and strategic social media knowledge.
- » European Union or Swiss citizen or valid Swiss work permit holder (due to Swiss work permit requirements).

Additional considerations and requirements:

- » Interest in and/or knowledge of the aviation industry, tourism, international trade, United Nations processes and international development, sustainable development and climate change.
- » A language other than English is useful but not essential. Geneva is located in the French-speaking part of Switzerland, although it is possible to live in the city with only a rudimentary knowledge of the language.
- » Self-sufficiency and a proactive attitude are essential.
- » Experience with developing new uses, strategies, and tools for digital storytelling and data visualisation and presentation.
- » Knowledge and comfort with using tools such as website content management systems; design and editing software such as Adobe InDesign, Photoshop, Illustrator, and Acrobat is a bonus; and marketing and outreach tools such as Google Analytics.
- » Creativity to develop and design enticing PowerPoint presentations.
- » Sound judgment and exceptional ethical standards.
- » Comfort working both independently and closely with teams and collaborators and in an international and intercultural environment.
- » Heart, verve, and vigour; a can-do attitude; a very good sense of humour; and a strong desire to affect change in the world.
- » Adaptable, willing to contribute to other tasks as required.

About us:

- » ATAG is a small and dynamic team operating at the heart of the global aviation industry.
- » ATAG's funding members include all parts of the aviation sector: the Airports Council International, Airbus, ATR, Boeing, Bombardier, the Civil Air Navigation Services Organisation, CFM, Embraer, Honeywell Aerospace, GE, the International Air Transport Association, Pratt & Whitney, Rolls-Royce and Safran.
- » ATAG coordinates industry climate and sustainability work and communications activities. In particular, candidates can refer to the www.aviationbenefits.org and www.enviro.aero web resources. The *Aviation: Benefits Beyond Borders* study (<http://tinyurl.com/ppo8gr5>) provides a very good overview of the type of work we do.
- » For more information about the work we do, check out www.atag.org

How to apply for the role:

Please send a short resume outlining your communications and other relevant experience, along with a cover letter explaining your reasons for applying, to Anna Patient (patienta@atag.org) by Monday 17 November 2014.