



World Council of Churches

150 route de Ferney, P.O. Box 2100
CH-1211 Geneva 2, Switzerland
Phone: +41 22 791 6111 Fax: +41 22 791 0361
Email: infowcc@wcc-coe.org www.oikoumene.org

Human Resources Department

Geneva, 11 February 2016

The **World Council of Churches (WCC)** is an ecumenical fellowship of churches founded in 1948, which brings together 345 Christian denominations from all over the world and promotes Christian unity in faith, witness and service for a just and peaceful world.

The WCC is looking for a **Communication Officer at 100%** to be responsible to communicate the programmatic activities of the Public Witness and Diakonia programmatic area, and work as the editor for our website www.oikoumene.org. Reporting to the Director of Communication, the Communication Officer will be part of a highly focused and motivated small team, to provide editorial, strategic, creative and operational support across our work. He/she will play a key role in ensuring our communications are both influential and informative for the full range of our stakeholders.

Native or proficiency in English, and at ease both in an international working environment and with the values and mission of the Council, the Communication Officer will:

In the context of a quickly changing world in communication and public relations, this position uses modern media communication tools for spreading effective messages through appropriate material, keeping people informed about goals, policies, objectives, activities and programs of the WCC.

The position holder is constantly aware of and sensitive to the needs, opinions and attitudes of all WCC member churches, ecumenical partners and building a communication bridge between media, member churches, related organizations and the public in general.

He/she is an advisor on all aspects of communication to the WCC Executive staff and ensures that WCC's communication is making visible the work of the WCC as a global fellowship of churches.

Qualifications and special requirements:

Experience:

- At least five to ten years of experience in communications and/or journalism, preferably in NGOs or faith based organizations.

Education:

- Bachelor or Master's degree in Communication or related fields.

Profile:

- Independent person.
- Capacity to develop network and convey WCC's message.
- Dedicated to modern communication and capacity-building through the transfer of know-how and tools.
- Readiness to travel more than 30 days per year worldwide.
- Good understanding of ecumenical and/or development issues
- Ability to manage long term and complex project.

Language skills:

- Excellent command of written and spoken English. Other languages, particularly German, and/or French, or Arabic would be advantageous.

Computer skills:

- High level of computer literacy (standard MS office application such as Outlook, Word, Excel, Powerpoint) and internet based communication, including social media network.

Deadline for applications: 29 February 2016

Applications (CV, motivation letter, Application Form, copy of diploma, work certificate/references) are to be returned to: Human Resources Department:

recruitment@wcc-coe.org

The Application Form is available at the following address:

<http://www.oikoumene.org/en/get-involved/job-openings>

The WCC Financial Report 2014 can be consulted at the following address:

<https://www.oikoumene.org/en/resources/documents/other/wcc-financial-report-2014-1>