

**Ref.call.code: ISC-I-2018-01**

**Call for collaborator for a communication and dissemination manager in the field of research and applied projects**

The ISOCARP Institute performs research and project activities on urban and regional planning. Its activities include international research projects, as well as direct cooperation with Governmental and No-Governmental entities, Universities, industry partners and Associations.

We are looking for a communication and dissemination manager, with experience handling both internal and external communication. The ideal candidate will be eager to tackle the challenges of developing content that helps build brand recognition. Generating buzz about existing and new service lines will help our Institute expand rapidly. Top candidates will be skilled at creating content that both engages employees and keeps members, partners and donors informed about Institute activities and decisions. The ability to communicate effectively in written and oral communications is a must. Our communications manager in some cases will be our spokesperson. Applicants seeking an investment in a growing institution will get first consideration.

The chosen candidate will be employed as “Communication and dissemination manager” in the growing ISOCARP Institute environment.

The job implies a close collaboration with the Board of Directors and in particular with the Director (daily or weekly reports), interactions with other collaborators of ISOCARP Institute, as well as participation in projects and project meetings in other countries.

**Tasks:**

- Develop communications strategies and reconcile related communication budgets
- Write copy for all initiatives, including marketing and internal communications
- Create marketing strategies that build donors loyalty programs, brand recognition and partners satisfaction
- Create and manage release dates for recurring publications
- Manage projects to ensure content is publication-ready and in by the deadline
- Create and send out press releases for activities, initiatives and services
- Supporting and supervision of dissemination and exploitation activities

Preliminary tasks related to ongoing and incoming Institute activities may include:

- Develop communications strategies for EU projects
- Supporting and supervision of dissemination and exploitation activities of EU projects
- Create and manage media releases for EU projects
- Develop the communication strategy of Institute in collaboration with the Director

**Requirements:**

- Master degree in marketing, communication, modern languages, political science or documented equivalent professional experience;
- Good communication and work organization skills
- Experience in communication and dissemination for projects (organization of events, writing of short texts, management of social networks and website)
  
- Knowledge of data open access approach
- Very good knowledge of English, written and spoken

Additional skills may include:

- Experience in European projects
- Good knowledge of any other languages, written and spoken
- Willingness to travel

**We offer:**

- Inspiring working activities in cooperation with international partners;
- The opportunity to work in a dynamic and growing international team in the urban and regional planning framework;
- Working conditions which allow a professional growth and know how acquisition;
- A workplace mainly based in The Hague/NL.

**How to apply:**

Please

- a) fill the attached application FORM
- b) send it plus a copy of you CV and other relevant documents (reference letters, certificates, publications, list of projects etc.) to [jobs@isocarp.org](mailto:jobs@isocarp.org) within 31.12.2018
- c) as object of the email insert the Ref.call.code: **ISC-I-2018-01**
- d) be sure that all the required included document are compliant with GDPR privacy policy (EU2016/679)

Only for additional info please write to [vettorato@isocarp.org](mailto:vettorato@isocarp.org) (do not send the application form to this email).