

## REGIONS4 COMMUNICATIONS OFFICER

THE ASSOCIATION IS RECRUITING A COMMUNICATION OFFICER TO WORK ON BIODIVERSITY, CLIMATE CHANGE AND SUSTAINABLE DEVELOPMENT GOALS, INCLUDING STAKEHOLDERS' ENGAGEMENT AND ADVOCACY

PLEASE APPLY BY 1ST OF MARCH BY SENDING YOUR CV AND COVER LETTER TO  
[INFO@REGIONS4.ORG](mailto:INFO@REGIONS4.ORG)

### Job Description

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Regions4 is currently looking for a **Communications Officer** to work at our global Secretariat to implement global communication strategies with the aim to provide the maximum visibility to Regions4 and its members' work, as well as to contribute to position the voice of regional governments at the centre of the most relevant international agendas on sustainable development, climate action and biodiversity.

In addition to supporting the advocacy work before the UN bodies, the job will also involve the engagement of Regions4 members and other regional governments, as well as the development of key partnerships with other international organisations and media, to develop strategic outreach actions that help our international positioning and grow our membership, among others.

Due to the cross-cutting aspect of this role, close cooperation with the other Regions4 areas (biodiversity, sustainable development, and climate action) will be required to ensure synergies and coordination of Regions4 performance.

Key responsibilities will include:

1. Developing and delivering the Communications Strategy in line with the Plan of Action 2021-2022, for the effective dissemination of Regions4's actions and results within the fields of sustainable development, biodiversity and climate action.
2. Expanding Regions4 communications and dissemination network to increase outreach and impact, by facilitating a continued collaboration with international media, members, and key stakeholders, with a special focus on major events such as the UN High-Level Political Forums, Biodiversity COP, and Climate COP, as well as the 20<sup>th</sup> anniversary of Regions4.
3. Growing Regions4 brand through the production of ad-hoc content and materials, managing our communications channels (website and social media, publications and newsletters, member mailings, etc.) and expanding our flagship campaign #RegionsVoice.
4. Contributing to provide optimal visibility to members' actions, while enhancing their role as Regions4 ambassadors before UN bodies and international institutions, by developing and implementing an internal and external public relations plan.
5. Reporting on the communications actions and outcomes to ensure information on Regions4's work is shared internally within the Secretariat and in formal Regions4's reporting mechanisms for the Presidency, Steering Committee, General Assembly, and members as required.
6. Preparing for, participating in, and following up of international conferences and events on climate action, biodiversity and sustainable development as required, in coordination with Programme Managers.

7. Working for the achievement of the strategic goals on communications at short, medium, and long term included in the Strategic Plan 2030. This may include exploring funding opportunities and supporting in proposal development.

## Profile

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The ideal candidate should have the following knowledge and skills:

### *Experience and qualifications*

- Degree in Communications and PR, Journalism, Marketing, Public Administration, International Cooperation, Political Sciences, or any other related field, with a specific interest and track record of work in the area of communications and sustainability.

### *International context*

- Must be well-versed in and curious about the global sustainable development agenda, international relations, and cooperation at different levels of government.
- Understanding of competences and capacities of regional governments (regions, states, and provinces) and paradiplomacy.
- Knowledge of international institutions (UN System, European Union, etc.) and of their systems of programmes and policymaking.

### *IT & Communications*

- Proficient in English, with fluency in Spanish. Fluency in French would be also desirable.
- Fully IT literate and familiar with Office 365 and its applications (Outlook, Windows Office, OneDrive, SharePoint, and Teams), as well as web editing software (WordPress) and mass communications platforms (social media, Mailchimp, etc.), as well as traditional design tools (InDesign, Photoshop, etc.) and open-source platforms.
- Be used to working remotely while ensuring the optimal coordination of activities online, managing her/his own workload and priorities, and participating in meetings and calls through GoToMeeting, Teams, Skype or Zoom.

### *Other skills*

- Committed to the vision and mission of Regions4 Sustainable Development.
- Excellent communication skills, with the ability to write in a range of styles.
- Result-oriented with an ability to work independently in a fast-paced environment.
- Knowledge of working with a wide variety of stakeholders and partners, as well as in managing membership-based initiatives.
- Knowledge of international press agencies and other communications related key stakeholders.
- Excellent interpersonal skills, a team player able to relate well to a diverse range of cultures, and to work effectively as part of an international team.

## Terms and conditions

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- Starting date: 1<sup>st</sup> of April.
- Working hours: Part-Time.
- Contract type: Consultancy.
- Duration: 9 months.

## About Regions4

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Regions4 is a global network that solely represents regional governments (states, regions, and provinces) before UN processes, European Union initiatives and global discussions in the field of sustainable development. Through advocacy, cooperation, and capacity building, Regions4 empowers regional governments to accelerate global action to halt biodiversity loss, raise ambition towards climate change adaptation and achieve the sustainable development goals and the 2030 Agenda. More information on our work is available at [www.regions4.org](http://www.regions4.org)