

Job Description

Position: Communications Officer (Temporary 50% - until May 1, 2018)

Responsibilities and tasks:

Communications

- In coordination with the CEO and IOF resources develop, maintain and deliver a communications plan including internal and external information channels and social media.
- Responsible for the overall informational structure of the IOF website
- Editor for IOF publications (currently: IOF Newsletter (digital), World Orienteering Day Newsletter (digital) and Orienteering World magazine)
- Works closely with other IOF employees in updating internal and external communications channels
- Responsible for media relations in connection with IOF major events.

Requirements

- Excellent communications skills in English
 - Effective communicator – knowledge of channels and methods
 - Good interpersonal skills – likes social and professional contact
 - Service professional – listens and makes all efforts to meet customer needs
 - Knowledge of sport/orienteering
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