The Friends of the Earth International secretariat is looking for a:
Digital Communications Officer

0.8 fte – 30 hours – 4 days a week

Friends of the Earth International (FoEI) is the world’s largest grassroots environmental federation with 73 autonomous member groups around the world. FoEI aims to ensure that the struggles and experiences of local communities – especially those most affected by unsustainable development – are brought to bear on policies and practices at national and international levels. We focus on four programme areas: climate justice and energy, forests and biodiversity, food sovereignty, and economic justice, as well as working on gender justice and internationalist solidarity. Our vision is of a peaceful and sustainable world based on societies living in harmony with nature.

FoEI’s decentralised and democratic structure allows all member groups to participate in decision-making. We are governed by our member groups, which are organised in regional structures and come together every two years to vote on issues facing the federation. Between meetings governance is provided by an elected Executive Committee made up of representatives from our groups. A small International Secretariat, which coordinates work for the federation, is based in Amsterdam.

About the communications team

FoEI’s communications team is a decentralised and multicultural team currently composed of one coordinator and two officers based in Paris, Amsterdam and London, and a Real World Radio coordinator based in Montevideo. The communications team is part of FoEI’s international secretariat, based in Amsterdam and composed of around 16 people. Day to day work is in English, Spanish and French, although fluency in English is essential. An IT help desk is based in Amsterdam.

We are looking for a digital communications officer to join the team and to interact with people from around the world as we launch our new website and plan to launch various digital systems and platforms. Our goal is to develop FoEI’s digital communications, identity and diversity. The communications work is part of our work to show solidarity with different struggles around the world as we work towards system change.

Main responsibilities

1/ Administration of FoEI's website and internal tools
- Responsible for the update, maintenance and further development of the website and other digital platforms in collaboration with our contracted web developer
- Responsible for CRM, supporter database, security and GDPR related to comms work
- Manage third party hosting and support companies and updating/renewing contracts when necessary
- Manage FoEI’s mailing lists as the listmaster
- Represent representing all digital work in internal and external meetings, presenting to and updating the federation when necessary
- Manage and ensure password security systems for the IS, in collaboration with the helpdesk and logistics coordinator
2/ Digital comms, content creation and social media
● In collaboration with the communications team, responsible for implementing FoEI’s digital strategy in line with FoEI’s communications strategy
● Support the comms team and radio team in producing and implementing digital content
● Develop digital activism tools, the online parts of FoEI’s Internationalist Solidarity System (our system for responding to threats to activists) and any third party tools such as Action Network
● Research and manage best website development options for FoEI

3/ Monitoring, evaluation and learning
● Implement good digital practises including SEO, testing, analytics, reports
● Train colleagues in necessary digital skills, like Google analytics, CMS system, Action Network
● Provide information on digital work for FoEI’s fundraising proposals and reports

Requirements
● Minimum of three years' experience with a variety of content management (CMS) and constituent relationship management systems (CRM). FoEI currently uses Wordpress (so extensive knowledge of Wordpress is essential) and Action Network
● Good working knowledge of HTML and experience with web design / UX
● Excellent knowledge of testing, managing performance, evaluating and reporting on digital tools
● Experience in Google analytics and other digital analytics programs, SEO and Web Accessibility
● Strong interest in social media, fast learner and able to keep abreast of digital developments
● Team player, problem solver, good communicator and independent worker
● Good command of written and spoken English. Spanish or French are a plus
● An interest in environmental/social justice issues and an affinity with the mission of our organisation - knowledge of or an interest in FoEI is always beneficial.

What FoEI offers:
● We offer an opportunity to contribute to a better world and work for an inspiring international and culturally diverse network in an office with a small friendly team at a great location in Amsterdam.
● When based in the Netherlands this post will require a working permit for the EU. If not based in Amsterdam, you would work remotely in a FoE member group, located within CET +/- 2.
● When based in the Netherlands: full time salary between € 3734 and € 4150 monthly depending on experience and qualifications. When not based in The Netherlands the salary level will be adjusted to the price level of the country of residence.
● Contract duration: 1 year initially, to be renewed upon positive performance evaluation.
● Participation in collective pension arrangement is compulsory, when based in The Netherlands.

Applications
Please send in your letter and CV in English and examples of your work or portfolio to Caroline Prak by email: vacancies@foei.org with "Digital communications officer" in the subject field Sunday February 27th at the latest.

The first interviews will take place online on: Thursday, March 10th, afternoon from 1:00 PM to 6:00 PM CET or Friday, March 11th afternoon from 1:30 to 4:00 PM CET
Selected candidates will be asked to complete a short written exercise and invited to a second online interview with another panel on Friday 18th afternoon from 1:30 to 4:00 PM CET.

//
Friends of the Earth International is an equal opportunities employer and committed to building a culturally diverse staff. We encourage applications from people currently under-represented in the environmental justice movement.

Please note that, in compliance with GDPR, we will keep your application in our protected files for a maximum of four weeks after the successful closure of this vacancy.