

Job: Communications Officer

World Fair Trade Organization (WFTO)

Reports to: Communications Coordinator.

Contract: 24 hours/week, negotiable. 6-month contract with possibility of extension.

Remuneration: EUR 1100 - 1200 (gross, part-time) depending on experience.

Location: WFTO Office, in Culemborg, the Netherlands (working language is English).

Timeline: To start February 2019, negotiable.

OVERVIEW

- Working on a range of communications initiatives that support Fair Trade Enterprises
- Part of small team, working closely with senior leadership
- Global role, regularly engaged with people from across the world
- Early career professionals with limited experience encouraged to apply

BACKGROUND

The World Fair Trade Organization (WFTO) is the home of Fair Trade Enterprises. With a membership of over 400, we support and represent Fair Trade Enterprises from over 72 countries, and the organisations that support them. Our members are social entrepreneurs and artisans, farmers and campaigners, innovators and Fair Trade pioneers.

A Fair Trade Enterprise has Fair Trade as its identity. This means a full commitment to the 10 principles of Fair Trade as their core mission. WFTO members have been assessed by their peers and have been independently audited to confirm this. Our Standard looks at every aspect of a business and confirms whether it is truly a Fair Trade enterprise. We verify that the entire business and its systems for managing their supply chains have embraced Fair Trade and prioritise the interests of farmer, workers and artisans.

WFTO is governed by an elected Board of nine directors and maintains a small office in Culemborg, the Netherlands, to co-ordinate its activities. There are also multiple regional branches of the WFTO that maintain small offices.

POSITION SUMMARY

The Communications Officer participates in developing the corporate communication of WFTO and is responsible for implementing the external and internal communications.

MAIN TASKS and RESPONSIBILITIES

Main tasks will include (assisting in) the following:



Address

WFTO World Fair Trade Organization,
Godfried Bomansstraat 8-3,
4103 WR Culemborg, The Netherlands



Phone | Email | Online

Phone: +31(0) 345 53 6487
Email: info@wfto.com
Website: www.wfto.com



- Developing communications materials (conceptualization, copy and lay out), including press releases, annual reports, leaflets, posters, business cards, blogs and infographics.
- Assisting in developing WFTO communication strategies and plans.
- Updating and maintaining the WFTO website, the Members Only website, and other internal websites.
- Supporting roll out of campaigns, particularly World Fair Trade Day, including through creating social media posts and by supporting members with information so they can conduct events.
- Collecting and disseminating specific and relevant information through the WFTO Newsletter and through press releases.
- Where required, anticipate and prepare materials needed by the CE for conferences, correspondence, appointments, meetings, telephone calls, and other engagements.
- Keeping WFTO members informed of developments in the global Fair Trade movement.
- Preparing monthly electronic e-mail updates to members, channelling relevant enquiries and commercial opportunities.
- Responding to requests for information from members and the public, usually by email.

The officer may be expected to perform additional tasks to support other staff members within the framework of the employment contract.

KEY COMPETENCIES and PERSONAL ATTRIBUTES

A highly motivated, well-organised and hands on person, able to manage her/his own time and work priorities, with excellent oral and written communication skills.

Essential

- Excellent verbal and written communications skills.
- Proven IT skills including MS Office (Word, Access, PowerPoint, Photoshop, lay-out and).
- Fluency in spoken and written English (near native level).
- The ability to juggle competing priorities and perform well under pressure.
- Understanding of and commitment to the philosophy of Fair Trade.

APPLICATION and DEADLINE

Those interested in this position should email their cover letter and CV, in English, to secretariat@wfto.com no later than 21 January 2019. Candidates are requested to inform if they have the right to work in the Netherlands.

* Due to privacy requirements and regulations, all CVs and application letters will be deleted within 3 months of the application.



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