



World Council of Churches

Human Resources Office

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Geneva, 7 April 2009
COS/lvk

VACANCY NOTICE

JOB TITLE :	EAPPI Communication Officer
LOCATION:	Jerusalem
BASIC SALARY:	1'750.- CHF + allowances
STARTING DATE:	July 2009 – for one year
POSITION AT :	100%
REPORTS TO:	Local Programme Coordinator in Jerusalem.
TASK:	To write and disseminate articles, features, publications and information for the programme, working creatively and flexibly with the local churches, church-related organizations, NGO's, Israeli and Palestinian peace and human rights organizations and the Ecumenical Accompaniers (EAs); and to engage key audiences in EAPPI advocacy efforts.

Competencies

1. Ability to engage and sustain media interest in EAPPI stories and goals.
2. Ability to write and edit articles.
3. Knowledge of the different socio-political, cultural and religious contexts related to the work in the region and ability to analyse developments, trends and issues.
4. Ability to represent and interpret (in writing and orally) the EAPPI.
5. Readiness to cooperate with and assist colleagues throughout the programme with all aspects of Jerusalem Office work, including periodic after hours and weekend work.
6. Ability to provide communications and advocacy training for Ecumenical Accompaniers
7. Advanced computer and internet skills.
8. Ability to maintain, nurture and develop existing and new media contacts.
9. Ability to work in a flexible, collaborative and collegial way in a multicultural environment.
10. Ability to deal with discretion on sensitive political issues.
11. Cultural, gender, confessional and age sensitivity.
12. Ability to address issues from an ecumenical, theological and ethical perspective.
13. Commitment to the ecumenical movement and the WCC fellowship and knowledge of its history.

Specific responsibilities:

General:

1. Works in consultation with the EAPPI Local Programme Coordinator in Jerusalem and the International Coordinator in Geneva to communicate overall policy and advocacy priorities.
2. Develops and implements a comprehensive communications strategy according to the advocacy objectives of the programme, in conjunction with the Coordinator for the WCC Public Information Team.
3. Supports and enables communications around campaign priorities.

Editorial:

4. Edits selected EAs articles and stories written in English for the website.
5. According to communication and advocacy objectives, visits placements with less coverage and writes articles that cover EAs, local partners and the impact of the programme.
6. Ensures that EAs follow guidelines for reporting.
7. Edits weekly summaries and compiles them into a monthly summary for former EA use in their advocacy work.
8. Edits and translates information on advocacy activities by former and current EAs for the Arabic newsletter.

Public Media:

9. Works with the EAPPI International and Local Coordinators and WCC Media Relations Officer in the establishment and maintenance of relationships with local and international media contacts.
10. Prepares media releases and sends out media alerts.
11. Coordinates the logistics and promotion of WCC/ EAPPI public events and press conferences in conjunction with the EAPPI International and Local Coordinators.
12. Distributes materials to local and international media and responds to media requests.

Information and Materials:

13. Writes newsletters and EA updates in English and Arabic, according to the communication and advocacy objectives, in support of the EAPPI work. For this purpose, undertakes interviews with EAs and the communities they accompany.
14. Updates flyers and informative brochures about the programme in various languages.
15. Develops and maintains video and photo bank.

Internal Communications:

16. Works with the WCC Communication Team, the EAPPI International Coordination and staff assigned to Middle East focus in P3.
17. Works and coordinates with communications staff and networks related to the EAPPI, and others working on the same priorities.
18. Supports and trains EAPPI participants in effective communication for use during their term in Israel/Palestine and at home.
19. Contributes to internal reports to the EAPPI International Coordination.

External Communication:

20. Communicates information about the EAPPI to local Churches and partners.
21. Engages with visiting groups and others interested in the EAPPI, and arranges delegations' visits to the placements.
22. Manages the logistics of visits and accompanies visitors to placements.

Web Maintenance:

23. Updates the content of the EAPPI site and develops the site in cooperation with the WCC Web editor in Geneva, including the EAPPI photo bank.

Qualifications and Special Requirements:

1. Proven experience in communications and information-based work, preferably journalistic experience in professional print or web media.
2. Experience in advocacy work or advocacy related communication.
3. Solid understanding of the history of the Israeli-Palestinian conflict, and current situation in the Middle East.
4. Proven experience in developing and implementing communications strategy, preferably in a not-for-profit organization.
5. Strong skills in the use of computer programs (Word, Excel, Powerpoint, Internet, Photo- and video-editing).
6. Excellent written and oral English and Arabic communication skills required. Hebrew an asset
7. Sensitivity to cross-cultural issues related to communication, and effectiveness in working multi-culturally.
8. Flexibility, creativity, and an ability to meet deadlines; proactive approach to work; self-directed; and excellent organizational and interpersonal abilities.
9. Knowledge of the Churches in Jerusalem and the Middle East.
10. Commitment to facilitating the work of churches and church-related organizations in advocacy.
11. A university degree in Communication or in a related field.
12. At least 3 years working experience.
13. Ability and willingness to travel throughout the country, including Jerusalem and Area A in the West Bank.

Deadline for applications: May 25, 2009

Application form may be obtained from and returned to :

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