



GRI has a vacancy for a

Manager Conference Marketing and Communications

Start date a.s.a.p., 40 hrs p/w (€ 37,000.= / € 45,000.=)

Location: Amsterdam, the Netherlands

Contract: This is a temporary assignment to begin as soon as possible ending 4th June 2010. Freelancers are welcome to apply!

Position summary

The post holder will work with GRI's Media Communications Manager in all marketing and communications activities related to the GRI Conference and associated GRI Readers' Choice Awards to ensure an effective dissemination of GRI's key messages through the media. For more information visit our website at www.globalreporting.org.

(S)he will report to the Director Sustainability Reporting Framework, who will be the Acting Media Communications Director for the Conference.

Responsibilities

GRI is staffed with a relatively small team. While assigned to specific jobs secretariat staff are largely self-supporting and engage consequently in a variety of tasks including the following.

- Develop messaging in support of the conference and Readers' Choice Awards
- Identify potential partners for promotion of the conference and awards.
- Develop partnerships with organizations internationally to promote the conference and Readers' Choice Awards.
- Maintain relationships with partners in the run-up to and during the conference.
- Act as a point of contact for journalists in the run-up to and during the conference.
- Develop copy for press releases, press advisories, letters to the editor, op-eds, and short journal or news articles.

Other duties as requested.

Key competencies/requirements

- Professional or university level training in marketing, communications or public relations preferred – alternatively proof of extensive successful track record in these fields.
- Proven experience in press relations, working in an international environment an asset.
- A track record of relationships with business and specialty press, including experience with print, broadcast and online media,
- Basic knowledge of key sustainability issues required.



- Top class writing skills, native level fluency in English essential, other languages (especially French, German, Spanish, Japanese or Chinese) an asset.
- Exceptional interpersonal skills.
- Ability to manage an effective balance in short and long term tasks (i.e., execute a long term strategic press relations plan, yet react to opportunistic moments in the immediate term).
- High level of computer literacy, including word processing, database, spread sheets, desk-top publishing – preferably InDesign, and building visual aids.
- Creativity and energy to successfully execute an internationally focused campaign crossing national and language boundaries and involving dozens of distinct stakeholder groups.
- Eligible to live and work in the Netherlands i.e. in possession of a work permit.

About GRI

GRI is an international non-profit organization whose vision is to make reporting on economic, environmental and social performance as mainstream as financial reporting.

Working with the GRI means joining the world's premiere network of people and organizations working to advance sustainability, transparency and accountability through sustainability reporting. GRI is an organization where multi-stakeholder processes are common practice. For more information visit our website at www.globalreporting.org

Contact details

Interested candidates eligible to live and work in the Netherlands are requested to submit their resume and a motivation letter both in English. (Preferably by email). Deadline to submit applications: 1st February 2010 by 12.00 noon CET. Short listed candidates will be contacted by 5th February 2010.

Stichting Global Reporting Initiative

Attn. Monique Hutten, HR Manager

Weesperstraat 95

1018 VN Amsterdam

The Netherlands

T. + 31 (0)20-5310011 // F. + 31 (0)20-5310031

Hutten@globalreporting.org // www.globalreporting.org