



Job description BeMed network coordinator and communication officer

COMPANY

Beyond Plastic Med Association (BeMed)

Faced with the extent of plastic pollution in the Mediterranean, the Prince Albert II of Monaco Foundation has joined forces with the Tara Océan, Mava, Surfrider Foundation Europe and the IUCN to create the Beyond Plastic Med initiative.

Since 2015, BeMed has aimed to reduce plastic pollution by supporting and networking committed field actors, accompanying the implementation of concrete and sustainable solutions and promoting the sharing of knowledge and good practices. Since its inception, BeMed has supported 69 initiatives in 14 countries around the Mediterranean. In 2020, BeMed created a space for dialogue for companies around the Mediterranean in the form of a Business Club to accelerate the prevention of plastic pollution in the Mediterranean.

JOB TITLE

BeMed network coordinator and communication officer

DESCRIPTION OF THE MISSION

Under the authority of the Executive Secretary of BeMed, the person sought will carry out the following tasks

Animate the network and facilitate exchanges between BeMed laureates

- To initiate and promote cooperation and mutualisation through the exchange of experiences, the production of ideas and the dissemination of data;
- Provide and administer exchange and collaborative tools, mainly on the web;
- Search, relay and ensure the circulation of information;
- Formalize and enforce the network's values, objectives, and operating principles;
- Organize and facilitate experience sharing and capacity building events;
- Ensure the quality of exchanges (conviviality, cooperation, profitability), and welcome new members;
- Guarantee the proper functioning of the network (develop the autonomy of the network, sort, organize and make available the content, maintain and adapt the tools to meet the technical needs of operation...);
- To lead internal and external communication, to assume the network's spokesperson.

To ensure the communication of the BeMed association

- Development and implementation of BeMed's communication strategy;
- Writing of texts to highlight BeMed activities, in particular the BeMed network, the projects supported and the Business Club;
- Creation, ordering and sending of institutional documents (annual report, impact report, newsletter...);
- Writing of press releases and pre and post event interviews;

- Promotion of the association's activities to the network, partners, funders, general and specialized media and the general public;
- Development of links with the press and monitoring of the "media" database;
- Administration of the BeMed website in partnership with the company responsible for the development of the site;
- Animation of BeMed's social networks in collaboration with the rest of the team.

Position based in Monaco

One year renewable full-time contract

39 hours per week from Monday to Friday

As of February 1, ^{er}2022

RESEARCH PROFILE

- Post-graduate degree (minimum 3 years).
- Professional experience in a position that includes network and/or communication tasks would be appreciated.
- Experience in network coordination and animation.
- Experience in developing communication activities including social networking and website administration in Wordpress.
- Management experience with external service providers.
- Experience in leading meetings and public speaking.
- Fluent in English and French, fluency in 3^e Mediterranean languages would be a plus.
- Sensitivity to environmental issues and good knowledge of the context, realities and actors of the Mediterranean.
- Knowledge of issues related to plastic and its pollution at sea would be a plus.
- Perfect command of office automation tools.
- Excellent writing and speaking skills.
- Knowledge and mastery of Adobe tools would be a plus (InDesign, Illustrator, Photoshop, Premiere pro).

Personal qualities: Ability to work in a group and to lead the network in a complex, multidisciplinary and multicultural environment, capacity for initiative and strength of proposal, autonomy, communication and relational qualities, ability to adapt.

REMUNERATION

To be determined according to profile and experience

Benefits: 13^{eme} months and luncheon vouchers

CONTACT

Send CV and cover letter to: candidature@beyondplasticmed.org before 19 December 2021.