



# Hiring: I&J Communications Officer

Starting Date: Immediately

Contract: one year fixed term contract (with possible extension)

Salary: 36.000–40.000 Euros

## WORK ON GLOBAL INTERNET GOVERNANCE IN PARIS

Internet & Jurisdiction is the global multistakeholder policy network addressing the tension between the cross-border Internet and national jurisdictions. We facilitate a global policy process to enable transnational cooperation and preserve the global character of the internet. Since 2012, Internet & Jurisdiction uniquely bridges relevant stakeholder groups and policy silos, engaging more than 200 key entities from states, internet companies, technical operators, civil society, academia, and international organizations around the world. Internet & Jurisdiction strives to fill the institutional gap in internet governance at the intersection of four policy silos: legal cooperation, digital economy, human rights, and cybersecurity. Through global, regional, and thematic meetings, Internet & Jurisdiction facilitates a neutral dialogue process to build trust among the different actors and help them develop the operational solutions necessary for the coexistence of diverse laws on the cross-border internet.

## THE POSITION

The Internet & Jurisdiction Secretariat is looking for a talented Communications Officer to manage our internal and external communication, and support the work within the multistakeholder policy network.

You will work in a dynamic Secretariat in a fast-paced, global environment. The work of Internet & Jurisdiction has been featured in outlets such as the Economist or Fortune. In 2016, our Global Internet and Jurisdiction Conference was institutionally supported by the OECD, UNESCO, European Commission, the Council of Europe, and ICANN, and in 2017 both the G7 and G20 processes invited the I&J Secretariat to report on our progress. We are based in Paris, France in a renovated factory at the Canal St. Martin, and our working language is English.

The position reports to I&J's Deputy Director. Occasional international travel may be required.



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# RESPONSIBILITIES

## Engagement and Outreach

- Craft and implement impactful communication strategies related to I&J's work, events, and publications
- Contribute to the development of communication and engagement strategies for stakeholders in the I&J policy network and manage their implementation
- Foster a powerful and coherent branding of Internet & Jurisdiction across all communications channels

## Website, Newsletters, Social Media

- Draft high-quality and engaging web content such as blog posts, events announcements, and other online resources
- Manage the CMS and use programs such as Sketch or Adobe CS to decline corporate identity, modify images, etc.
- Work on the maintenance and further evolution of I&J's online presence
- Manage I&J's monthly newsletter and other updates via Mailchimp
- Manage Internet & Jurisdiction's presence on Twitter, Facebook, LinkedIn, Flickr, and YouTube
- Manage multimedia resources, edit pictures and videos, and maintain a digital resource library from I&J and third-party events
- Leverage SEO and analytics

## Drafting, Editing and Publications

- Draft and edit texts, including reports, policy papers, publications, articles, and press releases
- Proofread and edit documents for style, accuracy, and consistency
- Coordinate the production processes of publications
- Draft high-quality reports and minutes of meetings and events
- Coordinate I&J's monthly Retrospect publication and corresponding Retrospect Database

## Policy and Research Support for I&J's programs

- Knowledge management and drafting support for I&J's three programs: Data & Jurisdiction, Content & Jurisdiction and Domains & Jurisdiction
- Undertake research to support policy development
- Assist in the coordination of the work of our programs



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## Events

- Manage event communications (digital, print, and on-site)
- Help organize events with key stakeholder around the world, including the Global Internet and Jurisdiction Conference (incl. invitations and liaison)
- Present I&J's mission and activities at external events

## Other organizational activities

- Maintain databases of stakeholder, designer, web developer, and media contacts
- Support fundraising efforts and reporting
- Assist in improving and implementing methods for internal knowledge management and institutional memory
- Executive support as reasonably required
- Other duties commensurate with the position as may be assigned by the Deputy Director

## REQUIREMENTS

- Minimum of two years of relevant experience in communications, preferably within a premium agency, international organization, or multinational company
- Graduate degree with very good results in Communications, PR, Marketing, Journalism, International Affairs, or a related field
- Outstanding written and oral communication skills (native-level English required, other languages a plus)
- Demonstrated interest in internet governance, including knowledge of actors and political processes; desire and willingness to learn more about the intersection of law, digital economy, human rights and cybersecurity.
- Familiarity with CMS such as WordPress or Craft and experience with services such as Mailchimp; basic HTML coding skills a plus
- Experience in working with graphic design programs (Sketch, Adobe Illustrator, and/or InDesign); eye for design a plus
- Detail-oriented and organized with excellent time and project management skills
- Flexibility to juggle competing or changing deadlines and stay calm under stress
- Ability to distil complex technical and legal information into clear, accessible language
- Professional and approachable manner, experience working in multicultural workplace
- Must have the right to work in France



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## WHAT WE OFFER

- Exposure to all major Internet Governance processes and actors
- Small and dynamic team with flat hierarchies
- Rewarding international work environment with opportunities for personal growth and development
- Possibility to make a contribution to preserve the cross-border nature of the internet

## APPLY

Please send:

- 1) your CV with contact details of three references,
- 2) your letter of motivation with the earliest starting date and
- 3) two relevant writing samples

to [jobs@internetjurisdiction.net](mailto:jobs@internetjurisdiction.net). The subject line should be “Communication Officer – First Name, Last Name.” Successful candidates will be contacted for an interview.



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