



Conservation International (CI) is looking for a Regional Communications Manager for our Americas Field Division. This position will manage CI's communication and marketing efforts and will work to ensure awareness of the division's work both regionally and globally, internally and externally. Reporting to the Senior Vice President of the Americas Field Division, s/he will foster a greater understanding and support for CI's mission.

RESPONSIBILITIES:

General:

- Annually, the Regional Communications Manager will outline the communications objectives, priorities and activities through the production of the Americas Field Division communications strategy and workplan.
- On a daily basis, this role will work directly with Americas Division and Conservation International global staff, as a primary point of contact for all communications into and out of the region. He/she will have strong relationships with these staff, and up-to-date knowledge of their work and priorities so that he/she can strategically promote the Americas Division.
- This role will produce key communications material including presentation templates, factsheets, infographics, film and web content based on divisional needs and as resources allow.

External communications:

- This role is responsible for the Americas Field Division's public relations. This includes identifying opportunities for media outreach, preparing media releases and other content for news and feature articles, working with the press, arranging interviews for Conservation International spokespeople, writing on behalf of Conservation International spokespeople, organizing events, preparing spokespeople for press conferences, media interviews, and speeches.
- He/she will also develop Conservation International issued content for websites and social media and various other contributions to Conservation International global activities, including communications with the Board and contributions to Conservation International's Annual Report.

Internal communications:

- The Regional Communications Manager will manage Americas Field Division's internal communications. He/she will ensure Conservation International staff are aware of key Americas Division news and projects. He/she will identify suitable stories and support the division's contributions, providing copywriting and

messaging services as needed. He/she will manage a WhatsApp list and the Yammer network for Americas Field Division staff.

In-region communications coordination:

- The Regional Communications Manager will coordinate with country program communicators in the Americas Field Division, facilitating regular meetings between members to ensure there is regional awareness of Conservation International's global communications efforts and divisional use and contribution to these, as appropriate.

Working Conditions:

- This position is based in Bogota, Colombia
- May need to travel from time to time within Americas and/or to the US to Conservation International's headquarters in Arlington, VA

QUALIFICATIONS:

Required:

- A Bachelor's degree in communications or equivalent expertise or experience, with a minimum of 3 years' experience with preference for 5 years working in communications, journalism, and/or marketing.
- Fully bilingual in English and Spanish, with proven presentation, writing and editing skills in both languages.
- Excellent communication and negotiation skills, with the ability to connect with people with a multicultural and multidisciplinary background.
- A self-starter who is able to work well independently as well as in a team.
- Demonstrated experience in working with the media, especially with news placement and awareness campaigns.
- Computer skills and experience in relevant software (ie, InDesign, Photoshop and/or similar design programs)
- Commitment to conservation and Conservation International's mission

Preferred:

- Portuguese language skills.
- Experience in use of photographic, audio/visual equipment, graphic design programs and presentation software.
- Familiar with or have some background in working with NGOs.

To apply for this position:

- Submit a cover letter and CV by June 15, 2017 to:
<http://chc.tbe.taleo.net/chc01/ats/careers/requisition.jsp?org=CONSERVATION&cws=4&rid=922>