



UITP (International Association of Public Transport) is a passionate champion of sustainable urban mobility and is the only worldwide network to bring together all public transport stakeholders and all sustainable transport modes. We have more than 1,700 member companies coming from 100 countries. Our members are public transport authorities and operators, policy decision-makers, research institutes and the public transport supply and service industry.

We are currently looking for a:

## Junior Content communications Manager

### MAIN DUTIES

The Junior Content Communications Manager is responsible for the content coordination of all UITP external communications, including regional. She/he develops, plans and delivers engaging storytelling editorial content that she/he ensures reflects the communications strategy, in line with the strategic priorities of UITP, the IGWP, and the business plan.

She/he manages the communication editorial plan, which includes the dissemination of content generated by all knowledge departments, corporate information and announcements, advocacy messages, as well as promotional content. He/she coordinates the content plan of all UITP corporate websites, news, newsletters, and provides content to the Digital Communications Officer for social media output.

### RESPONSIBILITIES

- ✓ Prepare the monthly editorial committee and weekly editorial meetings in close collaboration with Head of Communications to map and drive the editorial content strategy and monthly content plan with a multi-channel approach, which includes the development of editorial themes, priorities and messages;
- ✓ Ensures all content of UITP websites is up to date and in line with the communication's content strategy;
- ✓ Collects/researches information to generate content and write copy, articles, emails or posts to be used in different media channels;
- ✓ Works closely with the Digital Experience Manager and the Social Media Officer to plan the digital developments and ensure it serves the content strategy;
- ✓ Coordinates the content plan of the newsletters;
- ✓ Oversees content communication campaigns' ;
- ✓ Writes, edits, proofreads and/or reviews corporate content.
- ✓ Interacts with colleagues inside the team according to the RISE values and with care to ensure its sustainable performance. This mainly consists in providing the employees with guidance, leadership and support, ensuring their development and well-being.

## PROFILE REQUIREMENTS

- ✓ Degree in communications, journalism or related fields;
- ✓ Perfect English (near or preferably native level). A business knowledge of French is a significant asset;
- ✓ 2+ years of relevant experience, with an emphasis on editorial, communications and/or marketing;
- ✓ Good knowledge and real interest for social media and digital tools;
- ✓ Excellent communications skills,
- ✓ Very good organizational abilities, able to manage different tasks at the same time delivering results with a high quality
- ✓ Project management skills;
- ✓ Great attention to details ;
- ✓ Real ability to convince and engage others;
- ✓ Excellent interpersonal and collaboration skills: ability to work both independently and as a valuable team player;

UITP offers a real opportunity to work in a multi-cultural environment with challenging activities and to contribute to the service and business excellence of an International organisation such as UITP.

Deadline for application: 30/11/2020

Starting date: ASAP

Info : [www.uitp.org](http://www.uitp.org)