

COMMUNICATIONS OFFICER

Global Humanitaria is a non-profit aid organization headquartered in Barcelona, Spain, with programs in nine countries around the world focusing on community development, women's empowerment and child protection. We are seeking a Communications Officer to support the US office with activities connecting GH's work around the world to target audiences, media, peer organizations and the general public. This individual will closely work with HQ for developing and implementing the organization's overall communications strategy to broaden the impact of GH's programs. This position may be based in either New York City or Miami.

Responsibilities:

- Develop and refine GH's core messages in all print and online communications
- Organize and participate at public events in support of GH's programs
- Regularly update content on GH's website
- Handle all press inquiries about GH
- Develop and implement social media plan
- Communicate regularly with headquarters in Spain and work with staff there on a variety of projects

Qualifications

- At least 2 years communications experience with a non-profit organization
- Fluent in English and with a good Spanish level (speaking and writing)
- Familiar with multiple online social media and marketing platforms
- Excellent speaking and writing abilities
- Knowledge of graphic design a plus

To Apply:

Please send cover letter, a writing sample and resume to info@globalhumanitariausa.org

We will only respond to short listed candidates. This is a full time position with a start date in January 2013. Salary offered is \$40,000 to \$50,000 annually and will provide 50% of medical insurance.