



VACANCY

Position Title: Communications Officer

We are inviting applications for an exciting opportunity to work as the **Communications Officer** for two international wildlife conservation organisations that work in close association.

The **Conservation Planning Specialist Group** is the species planning arm of the IUCN's Species Survival Commission. It works for governments, the IUCN, zoos and aquariums and other wildlife organisations around the world, providing species conservation planning expertise to help recover threatened species.

The Conservation Planning Specialist Group brings together people with diverse perspectives and knowledge, using sound science and collaborative processes to catalyse change.

Amphibian Ark was established by the IUCN's Species Survival Commission and the World Association of Zoos and Aquariums in response to the worldwide amphibian extinction crisis.

Amphibians are among the most threatened groups of wildlife in the world, with more than 40% of all species currently on a path to extinction. Amphibian Ark has been set up to help secure a future for those amphibian species most at risk, working with a wide network of organisations around the world to set up species assurance programmes for these species.

Both organisations have an opening for a shared **Communications Officer**, who will join their teams in advancing the missions of both organisations.

Location: Fully Remote

Appointment: Full time

Time allocation: On average, it is expected that 40% of time will be spent on Amphibian Ark work and 60% on Conservation Planning Specialist Group work.

Reports to: The Chair of the Conservation Planning Specialist Group
The Executive Director of Amphibian Ark

Salary: Commensurate with experience and job location

Primary Duties: The Communications Officer is responsible for the strategy, management, layout, and delivery of the organisations' main channels of external communication including, social media, press releases, newsletters, websites, subscriber emails, and Annual Reports.

The Communications Officer will also coordinate the development of a new Amphibian Ark communications strategy and assist CPSG with coordination of internal communications.

Position Requirements:

- Excellent communication skills
- Creative, energetic and positive personality
- Ability to translate scientific information into informative/educational material
- A passion for conservation and a working knowledge of current threats, the IUCN Red List, etc.
- Experience with publishing software (e.g., InDesign, Canva, Scribus)
- Experience with website updating and management (e.g., Wordpress, Weebly)
- Familiarity with email marketing platforms (preferably Mailchimp)
- Strategic understanding of social media platforms (e.g., Instagram, Facebook, Twitter)
- Ability to work with minimal supervision
- Sensitivity to cultural and language differences in a global work environment
- Exceptional proficiency in English

Preference will be given to candidates with:

- Fluency in Spanish
- A broad understanding of both *in situ* and *ex situ* conservation

Applications should include:

- Cover letter/letter of interest
- Resume/CV
- Sample(s) of previous communication work (e.g., newsletters, layout designs, reports social media posts)
- Names, affiliations, and emails of three references (letters of recommendation are NOT required at this time)

Please send all materials to CPSG (office@cpsg.org)

Review of applications **begins on 19 February 2024**. We will continue to review applications until the position is filled.