Communications Specialist – Editorial & Content

Start Date: A.S.A.P., 40 hrs p/w. (€ 40,000.- / € 44,000.- gross per year on full time basis)
Location: Amsterdam, the Netherlands
Contract: 1 year initially – extension by mutual consent

Position summary and job purpose
This individual will lead on editorial delivery and content creation, ensuring high quality and effectively written communications for GRI’s diverse global stakeholders. The postholder is comfortable writing for different mediums, for both external and internal audiences, helping shape the organization’s editorial vision. Key to the role is an ability to turn complex, often technical, content into accessible and engaging copy, effectively managing a range of projects and deadlines.

The post holder reports directly to the Senior Media Relations Manager, as part of the Communications & Marketing Team.

Job responsibilities
• Manage copy-editing and writing assignments, including publications, reports, digital content, articles, marketing copy, scripts and case studies
• Project manage flagship publications, such as GRI’s annual report – including planning, writing, commissioning and editing copy, and overseeing layout
• Drive up the quality and impact of GRI’s written communications, proactively contributing to planning and strategy
• Editorial ownership of GRI’s blogging platform, bringing creativity to improve output, with strategically planned content that is aligned to GRI’s communication priorities
• Lead for internal communications channel management, including advising on staff messaging creation
• Maintain GRI’s style guide, with responsibility for adherence to ‘house style’ in all GRI publications
• Work with content owners, communications colleagues and others to deliver consistent brand identity and messaging across a range of publications and channels
• Other communications duties, as required

Key competencies / Requirements
• A first-class communicator with proven writing and editing experience in a comparable role, with at least five years relevant experience
• Expert command of written and spoken English (native-speaking level)
• Demonstrable ability in making technical topics easily understood, creating clear and concise content with a consistent tone of voice
• Proven experience of managing publications development, including overseeing layout and working with designers
• Proven experience in project management, with the ability to work on multiple projects simultaneously and build relationships with internal and external stakeholders
• Committed to maintaining the highest standards of quality with a meticulous eye for detail and accuracy
• Self-motivated and able to work independently to tight deadlines, while open to a collaborative, international and multi-cultural setting
• An affinity with GRI’s mission and values
Desirable

- Some understanding of or experience in sustainability reporting, corporate responsibility and/or sustainable development would be an advantage
- Experience with managing, producing, editing or presenting podcasts
- A working knowledge of Adobe Photoshop and InDesign
- Experience using website CMS and email marketing platforms

About GRI

GRI (Global Reporting Initiative) is the independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of the global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world’s most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labor organizations and other experts to develop the GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

Today some 10,000 organizations, including 75% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 15 years ago. In addition, our standards are referenced explicitly in 160 polices of governments, regulators, and stock exchanges in 60 countries.

Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.

How to apply

Interested candidates, eligible to live and work in the Netherlands, are invited to submit their resume and letter of interest in English to recruitment@globalreporting.org. The deadline to submit an application is 12.00 noon (CET), Friday 8 January 2020. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources
Visitors’ address: Barbara Strozzielaan 336, 1083 HN, Amsterdam, The Netherlands
T: +31 (0)20 531 00 00 www.globalreporting.org