

Communication Officer

Terms of reference

Stone Soup Consulting wants to strengthen its Communication area with a new **Communication Officer**, who will be supporting the Communication Coordinator on a **part-time basis (15h/month)**.

We are looking for a professional that:

- Has a background in **communication** or journalism
- **Writes and speaks proficient English** (native or bilingual) and has experience managing social networks in English (Spanish, French and Portuguese is a plus)
- Is updated with the last trends on **corporate community management** for LinkedIn, Facebook and Twitter. Knowledge of digital marketing is a plus
- Has **experience designing visuals** with CANVA, knowledge of specific graphic design programmes is a plus
- Has **experience managing email marketing campaigns with Mailchimp**
- Has **experience producing and editing diverse types of content in English**: written articles and short videos specially

Tasks :

1. External Communication

- **Social networks community manager**: content calendarisation, copywriting, creating the visual designs with CANVA, gathering info from stakeholders, interacting with external strategic partners and groups, etc.
- **Production of corporate newsletters**, quarterly newsletters (4/year) + supporting newsletters for specific communication campaigns or projects (Award 2021, REN, webinars, Services, accountability, Christmas, etc)

2. Internal Communication

- In charge of **weekly emails**: following up topics, contacting community members for info and quotes, drafting and sending the emails.
- **Update KPIs** related to social media and newsletters.

Monthly pay for this collaboration is 200€

Applicants are encouraged to send their CV and cover letter explaining their experience and background in communications to pilar.balet@stone-soup.net