

Corporate Communications Specialist — Institute for Economics & Peace

- **Full-time position, salary commensurate with experience**
- **Unique opportunity for an internationally facing role**
- **Executing IEP's global media & communication strategy**

The Institute for Economics & Peace (IEP) is a global, non-profit research institute with a focus on research into global peacefulness, and the economics associated with peace. The communication of the research is intrinsic to the success of the organisation. It is headquartered in Sydney, Australia and has regional offices in New York, Brussels, The Hague, Mexico City and Harare. The Institute is independently funded and a non-partisan organisation.

We are looking for a *Corporate Communications Specialist* to collaborate with IEP's various departments, regional offices and stakeholders to schedule, coordinate and produce communications that engage international media, governments, multilaterals, the business community and the general public. This is a unique opportunity to secure an internationally facing role based in Sydney, Australia.

Rated as one of the world's most impactful think tanks by size, its work is used by many of the leading organisations in the world including the UN, OECD and the World Bank. It also has an international consulting practice, performing work for many of the leading multilateral organisations and government departments globally.

IEP's core products - the Global Peace Index, the Global Terrorism Index and the Ecological Threat Register - receive tens of billions of media impressions each year and are considered the leading products in the world in their field. Our research is used in thousands of university courses, and through partnerships conducts training courses in countries such as Zimbabwe, Tunisia, Mexico and Uganda. The Institute's research is regularly featured in leading international media publications including the Guardian, the Economist, Deutsche Welle, Washington Post, CNN, and BBC World.

Other organisations that it partners with include the Economist Intelligence Unit, Lloyds Register Foundation, Rotary International, International Chamber of Commerce, the Club de Madrid, the World Trade Organisation and the Commonwealth Secretariat.

Corporate Communications Specialist

The Corporate Communication Specialist works with the Global Marketing & Communication Director and the Communications team to promote the various initiatives of the Institute for Economics & Peace (IEP), including international media launches, events, our various websites

and the IEP ambassador program, as well as making the general public aware of IEP research and programs.

An excellent writer and communicator, the ideal candidate would have a deep interest in peace, conflict and development issues, would be well travelled, and would have preferably lived or have had experience working in an international environment.

Duties and Responsibilities

- Develop and execute IEP's communications strategy for key media contacts.
- Conduct extensive international media outreach, and research media coverage and industry trends.
- Create thought leadership materials including op-eds and blog posts.
- Create and deliver press releases, media relations content, case studies, white papers, executive bios, corporate newsletter & blog content, social media content, and speaking proposals.
- In collaboration with the Communications team, create company literature, marketing and promotional materials - both print and digital.
- Manage the proofreading process for research reports and communications materials, copy edit and revise where necessary.
- Prepare press briefing materials.
- Maintain a database of journalists and media contacts, including bloggers.

Selection criteria and previous experience required

- Experience in international media outreach working with Tier 1 and Tier 2 media.
- A self-starter, high energy, articulate and a team player.
- Excellent verbal and written communication skills.
- Will be able to work with minimal supervision but also to work with a clear mandate and approval processes.
- Proven experience developing and implementing communications strategies.
- Ability to comprehend and summarise complex research materials.
- Will be culturally sensitive and flexible as the organisation grows
- University (or equivalent) degree in communication/journalism/international relations/political sciences.
- Minimum of three years of working experience with increasing responsibilities in public affairs, communications and related fields, specifically demonstrating capabilities to effectively write, edit and present public information on complex subjects for print and digital media, preferably at international or intergovernmental level.
- Desirable - experience in peace, conflict and development or related disciplines

Desired personal qualities

- Excellent attention to detail and solution oriented.
- Ability to meet multiple deadlines in a fast-paced work environment.
- Ability to work well under pressure with discretion and judgment.
- A commitment to and an interest in peace and development.
- Comfortable working in an office based environment.

Details & how to apply

Location: This is an **office based position** at IEP's headquarters in Sydney, Australia.

Hours: 9:00 – 5:30pm, Monday – Friday. This is a role with an international focus and may require evening and early morning conference calls.

Remuneration: The Communications Specialist remuneration package will be commensurate with experience.

Applications: Please submit a CV and cover letter addressing the selection criteria and desired personal qualities to jobs@economicsandpeace.org

Deadline for applications: Friday 28th January, 2022

Websites: economicsandpeace.org, visionofhumanity.org