

**PR Specialist (Contract) —
Institute for Economics & Peace**

- **Unique opportunity for an internationally facing role**
- **Supporting IEP's Chairman and IEP's media & partnership efforts**
- **Three days per week based in our Sydney office**

The Institute for Economics & Peace (IEP) is a non-profit research organisation that focuses on research - and communication of the research - on global peacefulness and its economics. It is headquartered in Sydney, Australia and has regional offices in New York, Brussels, The Hague, Mexico City and Harare. The Institute is an independently funded and non-partisan organisation.

We're looking for an experienced PR Specialist to assist IEP's Founder & Executive Chairman, and more broadly, the organisation. The role will involve pitching and securing both local and international press, media, podcasts and other media to assist with the broader promotion of IEP.

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

IEP's core products - the Global Peace Index, the Global Terrorism Index and the Ecological Threat Register - receive billions of media impressions each year and are considered the leading products in their field. IEP's research is included 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, Huffington Post, Washington Post, CNN, and BBC World.

Other organisations that IEP partners with include the Economist Intelligence Unit, Center for Strategic and International Studies (CSIS), Rotary International, International Chamber of Commerce, the Club de Madrid, the World Tourism and Travel Council (WTTC) and the Commonwealth Secretariat.

PR Specialist

We are looking to hire a motivated self-starter who demonstrates strong initiative. You understand how to secure international and local press coverage, and have the ability to create strategies that deliver consistent exposure for the Chairman, and more broadly, the organisation. You enjoy working independently, as well as contributing collaboratively. Lastly, you're a team player who is driven, creative, passionate about the use of media to impact the world.

An excellent writer and communicator, the ideal candidate will 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

The person in this role works in collaboration with the communications team and reports to the Director of Global Communications. You will be responsible for:

- Planning and implementing the publicity strategy
- Sourcing, arranging and briefing the Chairman on media, podcasts and events
- Developing and producing high-quality, informative, and interesting press releases, EPKs, and related materials where required
- Building and maintaining excellent relationships with the media and partner organisations
- Analysing media coverage achieved and making necessary improvements

Selection criteria and previous experience required

- 3 - 5 years experience
- A self-starter and team player, adaptable to change
- Proven public relations experience or in a related field
- Takes initiative to develop new strategies and outside-the-box ideas for media and social media
- Ability to comprehend and summarise the contents of IEP's research and other material
- Will be able to work with minimal supervision but also to work with a clear mandate and approval processes
- Excellent written and verbal communication skills, strong copywriting and content creation skills
- Positive, motivated, manage time efficiently

- Bachelor's degree or equivalent experience in marketing, journalism, business or related field
- Excellent computer skills; proficient in Microsoft Office Suite, particularly Excel and PowerPoint
- Confident stakeholder presentation skills and attention to detail

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.
- Happy to work in an office based environment

Details & how to apply

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

Candidates from outside of Australia will not be considered to fill this position.

Hours: Three days per week (days TBC), 9:00 – 5:30pm. This is a role with an international focus and may, from time to time, require occasional evening and early morning conference calls.

Remuneration: \$450 per day.

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

Deadline for applications: Friday 6 May, 2022

Websites: economicsandpeace.org, visionofhumanity.org