

JOB OPPORTUNITIES



IDEAS
INSTITUTE OF DEVELOPMENT
AND ECONOMIC ALTERNATIVES

The Institute of Development and Economic Alternatives (IDEAS) is seeking a Communications Manager to lead IDEAS' communications efforts and implement its communications strategy. The manager will be involved in both the planning and day-to-day operations of IDEAS' expanding communications activity. He or she will play an important role in achieving IDEAS' vision of research-based policymaking by adapting high quality studies on economic and human development into engaging content for both policymakers and the public. The Communications Manager will also have the opportunity to work closely with some of Pakistan's leading researchers in the development sector.

Communications Manager:

Main Responsibilities

- Regularly work with researchers and other relevant staff to plan communications outputs
- Maintain and upload content onto IDEAS website
- Manage IDEAS social media accounts
- Prepare "shareable" communications content for social media social as infographics
- Solicit blog posts from IDEAS staff
- Plan events tied to research
- Write/edit policy briefs and other materials
- Plan, compose email newsletter
- Lead media engagement efforts

Qualification

Bachelor's degree in Communications, Journalism, English, Economics, Political Science, History, International Relations or related subject

Experience

3-5 years of experience working in communications and/or media

Knowledge

- Excellent writing and editing skills
- A strategic approach to generating high impact communications content
- Familiarity with different social media platforms
- Understanding of social media and web analytics
- Experience working with content management systems such as Wordpress and Joomla.
- Event planning experience
- Ability with Microsoft Excel
- Ability with Adobe Photoshop/Image editing software
- Familiarity with HTML
- Ability with social media management tools, such as Tweetdeck or Hootsuite

Salary commensurate with experience. Please email a cover letter, resume, and writing sample no longer than 5 pages to admin@ideaspak.org by September 15th, 2017.