

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

| | | | |
|----------------------------------|--|--|-------------------|
| Job Title: | | Division: | |
| Communication Coordinator | | Americas and the Caribbean Regional Office (ACRO) | |
| Location: | Responsible to: | | Date: |
| Bogota - Colombia | Advocacy and Communications Manager | | April 2022 |

• **JOB PURPOSE**

To implement the ACRO communications plan in Latin America and the Caribbean, positioning IPPF as a bold and brave voice on Sexual and Reproductive Health and Rights (SRHR) and gender equality, rooted in the work of Member Associations (MAs), the needs and demands of the communities IPPF serves, regional priorities, joining efforts with coalitions and networks on social justice and anti-racism in addition to SRHR.

KEY TASKS

- Produces content on Latin America and the Caribbean SRHR and Gender Equality issues and the work of IPPF MAs as required for the communication strategies.
- Contributes to the design and implementation of a communication strategy and a positioning plan, including communication campaigns with member associations.
- Ensures that IPPF communications voice in the region highly profiles a gender equality -including Sexual Orientation and gender identity-, racial and ethnicity diversity approach in line with [IPPF Gender Equality Strategy](#).
- Amplifies in the digital space advocacy efforts, public statements, events and conferences organised by IPPF or where IPPF participates in Latin America.
- Mass media engagement
- Produces content and updates the IPPF Americas and the Caribbean social media feeds on Facebook, Twitter, Instagram and any other digital means.
- Builds up and increases the social media constituencies for IPPF in Latin America.
- Updates the ACRO website content in Spanish.
- Participates as focal point in the Secretariat communications meetings to contribute from the Latin American and Caribbean perspectives.
- Assists in the preparation of written articles and other public relations material.
- Embraces a culture of learning on communications, constantly testing relevance with the external environment and the realities of Member Associations and exchanging best practices.
- Fosters a working culture of equality, diversity, trust and excellence.
- Fully integrates a gender equality -including Sexual Orientation and gender identity-, racial and ethnicity diversity approach in all IPPF ACRO activities.
- Embraces safeguarding and other internal policies and is compliant with their implementation.

- Upholds the values, ethics and culture of IPPF and be an ambassador of the organization.
- Undertake any other reasonable duties that may be requested.

PERSON SPECIFICATION

4. EDUCATION & WORK EXPERIENCE

- Academic background in communication or journalism or equivalent experience.

5. PROVEN ABILITY

- 3 to 5 years' experience in communications in Latin America is a must. Experience in SRHR and gender equality is highly desirable.
- 3 to 5 years' experience on rights-based communication production and broadcasting in Latin America and or The Caribbean, preferably in media including social media.
- Good understanding of political, cultural and socio-economic dynamics in Latin America and the Caribbean and knowledge of its significance in the international context.
- Previous work at least one of the following groups is an asset: adolescents, indigenous groups, afro-descendants, migrants, sex workers, transgender people and LGBTIQ+, people living with disabilities and/or people living in poverty.
- Media production experience is an asset.
- Experience on coalition building and establishing sustainable multi-sectoral partnerships will be highly valued.

6. SKILLS

- Outstanding communication skills, with the capacity to produce and analyse social media analytics.
- Outstanding interpersonal skills.
- Outstanding command of Spanish is essential. Intermediate command of English is essential.
- Excellent time management and organisational skills to meet pressing deadlines.
- Outstanding capacity of design digital tools
- Brilliant writing skills
- Outstanding IT skills

7. COMPETENCIES

- Value-driven individual with a rights-based and gender-sensitive perspective and a strong commitment to the populations IPPF serves particularly adolescents, youth, women and girls from the most left behind communities.
- Intellect and credibility to operate collaboratively in diverse environments.
- Integrity, sound judgement and ability to maintain confidentiality and a flexible personal style.
- Ability to listen to feedback and to respond and relate with respect, empathy, and congruence.
- A positive approach to challenges with strong problem-solving, innovative and creative thinking competencies.
- An entrepreneurial approach and the ability to bring creativity and innovation.
- Commitment to the multi-cultural and diverse environment in which IPPF operates.
- A true self-aware team-player.
- Commitment to accountability and safeguarding, and zero tolerance to discrimination on any grounds.
- Fully committed to bodily autonomy and women's right to choose and to have access to safe abortion care.

OTHER

- Due to the media related activities of this position, the job holder may be required to work out of normal office hours from time to time.
- Ability to travel internationally – approx. 20 days per year.