

JOB OPENING

POSITION / Junior Communications Editor (English)

INVOLVEMENT / full time

CONTRACT TYPE / permanent contract

SALARY / gross annual salary depending on experience

START / as soon as possible

WORK LOCATION / Milan or Rome office with flexible arrangement for home office



ABOUT ECCO

ECCO is looking for a professional figure to join its communication team.

[ECCO](#) is a not-for-profit foundation, founded in 2021 as an independent think tank. ECCO is independent from private interests and is supported exclusively by philanthropic and public resources. ECCO works for the common good to accelerate climate action in Italy, Europe, and the world. ECCO employs a team of world-class experts to develop research, analysis and transformative solutions based on facts and science, aimed at facilitating the adoption of progressive climate policies, solutions and strategies, creating new narratives, generating consensus for an inclusive, effective and timely climate action.

RESPONSIBILITIES AND OBJECTIVES

ECCO is seeking an English-speaking **Junior Communications Editor**.

The selected candidate will support ECCO's Communications team and programmes in the editing of English language contents and in the implementation of communication activities aimed at disseminating the organisation's messages to stakeholders and target audiences.

In particular, the ideal candidate will:

- ◇ Manage and curate the production of content in English (**British English**)
- ◇ Engage with agencies for all translation activities
- ◇ Support the management of the editorial plan and calendar of ECCO's English website
- ◇ Support team members in writing communications in English
- ◇ Support the communications team in the production of materials for international audiences (press kits, newsletters, presentations and other content)
- ◇ Manage and update the organisation's international contacts
- ◇ Support the creation and publication of English content for ECCO's social media pages
- ◇ Support team members in managing relations with relevant stakeholders.

JOB REQUIREMENTS:

- ◇ English native speaker
- ◇ Excellent knowledge of Italian
- ◇ Attention to detail and passion for writing and communication
- ◇ Ability to understand priorities and aptitude for working on several projects simultaneously.

PROFILE AND EXPERIENCE:

- ◇ Experience in proofreading and text editing
- ◇ Critical and strategic thinking
- ◇ Personal motivation, curiosity and enthusiasm regarding the urgency of accelerating action for climate to bring change in Italy and in the world.

WHAT WE OFFER:

- ◇ The opportunity to work with a young and dynamic team
- ◇ Permanent contract
- ◇ Independence of action and workload management in relation to ECCO's objectives
- ◇ Opportunity to grow in a rapidly evolving working environment.

APPLICATION

ECCO believes diversity brings value.

Apply to work with us by writing to jobs@eccoclimate.org with the subject line “**Junior Communications Editor**” by the **30th of September 2024**, attaching your CV and a motivation letter (in English) explaining why you are the best candidate for this position.

Only applications that reflect the requirements and competences of the position will be considered.

Due to the high number of applications, we will only be able to reply to candidates who will be selected to attend the initial interview stage.