

JOB OPPORTUNITY: COMMUNICATIONS ASSISTANT

The Air Transport Action Group (ATAG) is looking for a Communications Assistant to join our organisation based in Geneva, Switzerland. ATAG is a small and dynamic team of people working to bring about change in the aviation industry, covering the sustainable development of air transport and with a focus on climate action in aviation. This role will be to assist the Head of Communications in implementing our communications strategy and will provide the opportunity for a committed communications professional with 2-3 years' experience to build their skills and help shape the sustainable development of this vital global sector.

We are excited about the work we do at ATAG and we have an opening to bring someone on board who will help us share that excitement with the rest of the world, whilst also pushing for change within the sector.

- » Based in Geneva, Switzerland.
- » A one-year contract, starting from May/June 2018.
- » A limited amount of international travel will be necessary.
- » Full-time position.

Core responsibilities / duties:

- » Writing and managing blog posts, case studies and news articles on the website www.aviationbenefits.org.
- » General website coordination for www.atag.org
- » Social media activity and strategy for the organisation on Twitter, Facebook and LinkedIn.
- » Coordination of industry speaking opportunities at a wide variety of international events, for both staff at ATAG and partners.
- » Media monitoring and compiling a daily report for aviation industry.
- » Helping to draft media material, speeches, publications and policy papers.
- » Supporting events, particularly the ATAG Global Sustainable Aviation Summit and other assorted workshops and events.

The role requires diplomacy and the ability to engage professionally with communications teams and high-level delegates from across the aviation sector, the United Nations system and the general public.

Basic qualifications and requirements:

- » Bachelor's degree in communications and 2-3 years relevant communications and advocacy experience.
- » English, either as mother tongue or to a very high professional written and social proficiency.
- » Excellent writing skills and strategic social media knowledge.
- » European Union or Swiss citizen or valid Swiss work permit holder (due to Swiss work permit requirements).

Additional considerations and requirements:

- » Interest in and/or knowledge of the aviation industry, tourism, international trade, United Nations processes and international development, sustainable development and climate change.
- » Self-sufficiency with a close attention to detail and a proactive attitude are essential.
- » Adaptable, willing to contribute to other tasks as required.
- » Comfort working both independently and closely with teams and collaborators and in an international and intercultural environment.
- » Experience with developing new uses, strategies, and tools for digital storytelling and data visualisation and presentation.
- » Knowledge and comfort with using tools such as website content management systems; design and editing software such as Adobe InDesign, Photoshop, Illustrator, and Acrobat is a bonus; and marketing and outreach tools such as Google Analytics.
- » Creativity to develop and design enticing PowerPoint presentations.
- » Sound judgment and exceptional ethical standards.
- » A language other than English is useful but not essential.
- » Heart, verve, and vigour; a can-do attitude; a very good sense of humour; and a strong desire to affect change in the world.

About us:

- » ATAG is a small and dynamic team of four people operating at the heart of the global aviation industry.
- » ATAG's funding members include all parts of the aviation sector: the Airports Council International, Airbus, ATR, Boeing, Bombardier, the Civil Air Navigation Services Organisation, CFM, Embraer, Honeywell Aerospace, GE, the International Air Transport Association, Pratt & Whitney, Rolls-Royce and Safran.
- » ATAG coordinates industry climate and sustainability work and communications activities. In particular, candidates can refer to the www.aviationbenefits.org and www.enviro.aero web resources. The *Aviation: Benefits Beyond Borders* study provides a very good overview of the type of work we do.
- » For more information about the work we do, check out www.atag.org

How to apply for the role:

Please send a short resumé outlining your communications and other relevant experience, along with a cover letter explaining your reasons for applying, to Anna Patient (patienta@atag.org), by mid-May 2018.