



## GROUND TRUTH SOLUTIONS

### **Job description: Communications officer (part-time)**

Location: Home-based, or Vienna Austria (we are flexible for this role)

Duration: One year with possibility to extend

FTE: 0.2

Summary: Ground Truth Solutions is looking for a graduate or early career communications officer to support the implementation of our communications strategy and communications activities. The position will be one day per week ideally split across two days, to be negotiated.

### **About Ground Truth Solutions**

Our mission is to ensure that people affected by crises have a say in humanitarian action, from individual aid projects to global humanitarian reform. To achieve this, we collect feedback from people at the receiving end of aid. We challenge and support aid agencies to use this feedback to optimise their work. We help agencies to understand and communicate the resulting insight back to affected communities. We work with policymakers, governments, and aid agencies to bring change to the humanitarian, health and environmental sectors.

### **About our work culture**

We are a committed team of professionals who take the responsibility of receiving funds to work toward aid reform seriously. We strive for excellence, constantly challenging the status quo (internally and externally), and conducting ourselves with discipline, creativity, curiosity, boldness and candour. We seek diverse viewpoints. We work hard, we communicate directly and along the way, we have fun. If this sounds like an environment you would grow and thrive in, keep reading.

### **Key responsibilities:**

- Contribute to the maintenance of the GTS website including coordination of content and ensuring the website is up-to-date
- Coordinate GTS' social media presence, including development of compelling regular content and authentic engagement with the online humanitarian community
- Monitoring and reporting on GTS' communications activities
- Coordinate GTS' quarterly newsletter and other digital communications materials
- Support the production of the GTS annual report
- Assist with the coordination of media engagement as required
- Assist in the development of GTS communications materials such as newsletters, eDMs, social media content and website copy

### **We are looking for a candidate with:**

- Excitement about what we do
- Demonstrated creativity and ability to think outside the box
- A Bachelor's Degree in a relevant field (journalism, communications, professional writing, international development) or equivalent experience in a similar role

- Excellent writing skills
- Experience and knowledge of social media channels including reporting and analytics
- Experience managing online communities
- Excellent communication and interpersonal skills
- Strong organisation and coordination skills
- Keen eye for detail
- Experience with Indesign/Adobe suite
- Knowledge of the humanitarian or international space an advantage
- Fluency in English is required. Proficiency in another UN working language an asset
- Have a skill we didn't know we needed? Let us know!

### **How to apply**

Please submit your application (CV and short cover letter) to [Meg\\_hr@groundtruthsolutions.org](mailto:Meg_hr@groundtruthsolutions.org) with the subject "Communications officer application". Please note that only PDF files will be considered, to protect ourselves from malware. We receive a large volume of applications. Only those with a cover letter will be considered.