

May 2021

Communications Associate for Immediate Hire, Full-time

The Global Institute on Innovation Districts (GIID) is a newly established not for profit organization dedicated to the advancement of innovation districts globally. Innovation districts are emerging geographies of innovation found primarily in cities that have the potential to grow local economies and include residents meaningfully in that growth. Given this, an important share of this work is communicating to governments, universities and medical institutions, companies, and potential investors about the power of districts. Please see www.giid.org for more information.

GIID seeks a Communications Associate with strong communication and organizational skills and a proven track record working in fast-paced environments. The Communications Associate will work directly with the President of GIID, helping to both sharpen and strengthen our communication and outreach methods. *We are seeking to immediately hire for a full-time position working remotely.*

Key responsibilities of the Communications Associate include the following:

Communications Support

- Prepare and issue newsletter, which includes distilling key insights from other articles and reports.
- Manage social media accounts (LinkedIn, Twitter) to both educate and inform readers of new events and insights.
- Issue electronic mailings (MailChimp, Constant Contact, etc.) to a growing audience around the world.
- Oversee and help design web updates with web team.
- Develop presentations for external audiences—an avenue where most new business and new partnerships are made.
- Vendor management on web and communications.
- Maintain database of communications contacts.

Project Development

- Conduct light research with research team, especially supporting The President of GIID when necessary.

Preferred qualifications:

- Minimum five years of experience working on communications in a fast-paced environment.
- Demonstrated problem solving ability and ease with competing timelines.
- Solid organizational skills including attention to detail and multitasking.
- Strong command of the English language; second language also desired.
- Ability to communicate effectively to an international audience in written, verbal and graphic forms.

- Experience working globally and/or with remote teams is also strongly preferred.
- Ability to travel for occasional in-person team meetings in Lugano, Switzerland.

Specific technical skills include:

- Expert in WordPress.
- Expert in Microsoft Suite and social media (LinkedIn, Twitter)
- Strong graphic design skills (Photoshop, Illustrator)
- Expert with Constant Contact, MailChimp or similar platform.
- Serve as administrator for communication platforms (social media and e-mailings)
- Familiarity with Asana is preferred.
- Familiarity with Salesforce preferred.

Further information:

This is a contract position; earnings are based on experience in the range of USD \$47,500 – \$52,500. This position is remote with 15-30% of work outside of normal business hours (CET) given the global nature of this organization. Work schedule to be developed upon hire.

The Global Institute on Innovation District encourages candidates from any and all backgrounds, nationalities, ethnicities, gender identities, and lived experiences to apply. We are an organization that is committed to diversity, equity, access, and inclusion in all aspects of our work, most importantly our team.

To apply: Please send detailed CV and cover letter to info@giid.org.

Applications reviewed on a rolling basis. Deadline to apply is June 4. We are looking to fill this position as soon as possible.