



## Vacancy Notice

### **GWNET Junior Communications Officer**

The Global Women's Network for the Energy Transition is seeking an outstanding individual to help manage and shape its communications activities. GWNET is a non-profit headquartered in Austria that aims to advance the energy transition by addressing gender imbalances in the energy sector. We work to empower women in the energy sector worldwide through networking, advocacy, training, and mentoring. More information can be found on our [website](#).

#### **About the role**

GWNET is seeking a Junior Communications Officer to assist with its communications activities. The Communications Officer will be given the opportunity to grow into their role and eventually take over responsibility for communications. This is a great opportunity for an early-career professional who wants to gain experience in all aspects of communications and bring in their own ideas, while working in a supportive team and advancing a good cause.

#### **Responsibilities**

- Support GWNET's social media activities;
- Prepare newsletters and members digests;
- Support the maintenance of the website;
- Prepare graphics for social media and the website;
- Support the organisation of virtual and in-person events
- Liaise with partners, including for joint campaigns and advocacy activities;
- Support media outreach;
- Write blogs and other articles about issues of interest to GWNET;
- Support monitoring and evaluation of GWNET's impact;
- Come up with new ideas for impactful communications products and activities.

#### **Requirements**

- **Advanced degree** (undergraduate minimum, master's preferred) in communications, energy, or other relevant fields;
- Excellent command of and experience of working in **English**;
- Excellent level of **computer literacy**, including MS Office, experience with Word Press, Canva, Adobe Creative Suite, Google Ads and Google Analytics desirable;
- Experience in, or willingness to learn about, the **international renewable energy and gender space**;
- Ability to **work independently** as part of an international team.

Qualified applicants are encouraged to send CV/resume and cover letter by e-mail no later than 8 March 2024 to [info@globalwomennet.org](mailto:info@globalwomennet.org) and mention "GWNET Communications Officer" in the subject. The successful candidate will start to work as soon as possible remotely. Applications from suitably qualified women are particularly welcome.