



IS HIRING!



COMMUNICATION OFFICER

If you are enthusiastic about children's books, if you want to work for a thriving international community with a meaningful mission, this might be for YOU!

The International Board on Books for Young People (IBBY) is an international non-profit organization operating in 85 countries. Created in 1953, it brings together a network of international children's book specialists working to promote quality children's books and children's reading worldwide. With headquarters located in Basel, Switzerland, the IBBY office is the reference point and service centre of the IBBY global community. Working at the IBBY Secretariat offers an amazing opportunity to expand one's cultural horizons, learn about children's literature from around the globe, and serve a meaningful mission—to defend the right of every child to be a reader.

IBBY seeks a dynamic and creative Communication Officer to work closely with the IBBY Executive Director in the management of the IBBY office and its exciting programmes.

Key responsibilities

Community management

Implement IBBY's digital presence via social media, organize and execute digital campaigns for the IBBY international programmes, engage with members and followers online.

Writing and blogging

Lead the publication of the IBBY newsletters and assist the IBBY regional network in the publication of their regional newsletters. Create and implement new blogging strategies.

Creative contents

Maintain communication with external creative agency. Execute simple design tasks for IBBY's communication strategy.

Website management

Keep the IBBY website up to date and improve contents.

Qualifications & experience

- Past experience in similar positions (min. 2 years).
- Good writing skills in English. Taste for blogging.
- Ability to design and execute a digital plan.
- Good sense of design and basic knowledge of graphic tools.
- Advanced social media experience.
- Understanding and interest in intercultural communication.
- Sensibility for children's books and/or social work.
- Freedom and willingness to travel.

Conditions

- **Part-time position (50% approx.)**
- Regular presence in the IBBY office in Basel required. Flexibility for occasional remote work.
- Salary to be negotiated depending on working time, experience and qualifications. Contributions to pension plan and Social Security provisions are included.

Position available from 1 February 2025.

Administration Officer position also available. Candidates who meet both profiles and are seeking full-time employment are also welcome to apply.

APPLY NOW

Applications should be sent to the
IBBY Executive Director
before **22 November 2024**:

- Up-to-date Curriculum Vitae
- Personal motivation letter stating your
- qualifications for the position applied
- Letter(s) of reference from past employer

Contact

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www.ibby.org