



## Communications & Outreach Assistant "NEW"

### 募集職種

#### 採用企業名

国際熱帯木材機関

#### 求人ID

1511987

#### 業種

その他

#### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

#### 外国人の割合

外国人 半数

#### 雇用形態

正社員

#### 勤務地

神奈川県, 横浜市西区

#### 最寄駅

みなとみらい線駅

#### 給与

600万円 ~ 経験考慮の上、応相談

#### 勤務時間

9:30-17:45

#### 休日・休暇

Saturday, Sunday, Japanese holidays/Christmas/Muslim holidays

#### 更新日

2025年04月28日 10:00

### 応募必要条件

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル (英語使用比率: 75%程度)

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

大学卒 : 学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

#### Communications & Outreach Assistant

The vacant position is as below:

Level(Grade):GS4

Duty Station:

International Organizations Center 5F Pacifico-Yokohama, 1-1-1 Minato-mirai, Nishi-ku, Yokohama, Japan

**Date of Entry on Duty:**

1 March 2025~

**Duration of Assignment:**

Fixed term one year renewable contract thereafter

Deadline for application: 31 January 2025

▽ **DUTIES AND RESPONSIBILITIES** ▽

Under the direction and supervision of the Communications and Outreach Officer, in consultation with the Director of Operations:

**Maintain ITTO website**

- Ensure the ITTO website contains relevant and up-to-date information of high quality;
- Assist the creation and editing of web content;
- Update site with news releases, articles, documents, events, videos, photos etc.;
- Upload ITTO publications and related material such as the MIS (Market Information Service) Report, TFU (Tropical Forest Update) Quarterly publication; Technical Series, project outputs etc.;
- Liaise with the website provider to ensure efficient management of the site and on design and layout;
- Monitor user statistics of ITTO website and social media accounts;
- Liaise with translators to ensure on-time posting and updating in all ITTO Official languages and Japanese;
- Liaise with other websites where ITTO information is posted;

**Writing and Editing**

- Drafting and editing news briefs of topics relevant to tropical forestry;
- Edit articles submitted to ITTO;
- Manage information and articles for publishing in the TFU;
- Write reviews of books and other publications related to tropical forestry;
- Assist in the preparation of presentations for ITTO meetings/events;
- Create content for the ITTO's social media communications;
- Assist in editing the Annual Report;

**Communications and Outreach**

- Design and prepare layout of outreach for ITTO activities such as but not limited to: posters, brochures, videos, newsletters and other related collateral;
- Maintain communications with authors and other individuals who supply content for ITTO publications or website;
- Distribute ITTO publicity information;
- Create and share ITTO social media posts;
- Assist organization and conduct of outreach events, press conferences and contact with media as appropriate; and

**Administrative**

- Assist all administrative and financial matters related to communications and outreach
- Maintain calendars and appointments

**Others**

- Any other duties as assigned by the Outreach and Communications Officer, in consultation with the Director of Operations, as appropriate.

**スキル・資格**

**QUALIFICATIONS AND EXPERIENCE:**

- Excellent verbal and written skills in English and good knowledge of verbal and written skills in Japanese;
- Must be a national of an ITTO Member Country; and
- Suitable university degree;
- Experience in creative media will be an advantage.

**SALARY:**

ITTO offers salaries and allowances based generally on the United Nations system. Appointments are subject to the ITTO Staff Regulations and Rules.

**APPLICATION:**

Written applications including a cover letter explaining how the candidate meets the required qualifications and a resume should be sent no later than 31 January 2025.

Please note that only applicants who are short-listed will be contacted.

\*The Executive Director reserves the right to make this appointment at a different level than advertised.

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会社説明