



Position opening at GRAIN
PUBLICATIONS AND COMMUNICATIONS STAFF
Application deadline: 23 November 2015

Background: GRAIN is a small international non-profit organisation that works to support peasant organisations and social movements in their struggles for food sovereignty. Our support takes the form of research and analysis, networking at local, regional and international levels, and the fostering of cooperation and alliance-building. Most of our work is oriented towards, and carried out in, the global South.

GRAIN was set up in 1990 and currently has 12 staff in Argentina, Benin, Canada, Chile, France, Ghana, Indonesia, Mexico and Spain. Our head office is in Barcelona, but we are a very decentralised and horizontal organisation.

We have an opening for a central position in our team: the person who helps us get all our materials out! GRAIN is quite active at producing reports and websites, datasets, occasional books, op-eds or multimedia material plus other outputs -- most of it in collaboration with other groups and movements. We need someone to take charge of bringing those materials out, mainly in English and French. (Our Latin America team handle the Spanish and Portuguese work.) It's a creative, challenging and busy job for someone who wants to be immersed in social and political struggles around food and agriculture, and has a passion for producing strategic materials that can help people in their work.

Start date: January/February 2016

Hours: In principle, this is a full-time job. Initial contract is for one year, with six month probation. It is GRAIN's intention to establish a longer term relationship.

Location: The work can be carried out from any country, as long as you have access to a good internet connection.

Compensation: Salary commensurate with rates paid in the location of work for similar positions, taking into account relevant experience. Benefits include health, pension and child allowance.

Responsibilities:

1. Coordinate the editing, production, translation and release of GRAIN and related materials in English and French. Make sure all GRAIN publications and other outputs get released in a timely manner on GRAIN's websites and social media.
2. Help plan and organise the writing and outreach of all materials produced by GRAIN staff, and help with the outreach work itself in English and French.
3. Prepare the content for and lead the development of GRAIN's own website as well as GRAIN's presence on the social media. Collaborate with other staff involved in sister sites, and with GRAIN's web developer, in further developing this work.
4. Produce the content for and further develop GRAIN's electronic mailing lists.
5. Take the lead in developing and improving GRAIN's overall outreach and communications strategies.

Skills and experience we are looking for:

- Professional working proficiency in both English and French. (Spanish is a plus.)
- This is very much a coordination job. You must have proven skills and experience in organising and coordinating the production of publications and outreach work at similar organisations.
- Good knowledge of internet, including HTML, and social networking tools.
- Ability to work autonomously, with little supervision, and good inter-cultural skills.
- Proven capacity to organise people, work in teams and get jobs done.
- Good editing skills will be a real plus.
- Experience in media work and communications strategies will be useful.
- Political affinity to GRAIN's work is very important.

Application procedure:

Please send a letter and CV, complete with the contact details for three references, to communications.vacancy@grain.org by 23 November 2015. Only short-listed candidates will be contacted by 15 December 2015. Interviews will be conducted in January.

GRAIN is committed to having a diverse staff team and encourages women and people from the global South in particular to apply.

Our thanks in advance to all applicants. Please share this job announcement in your networks or among any good possible candidates you may know. You can learn more about GRAIN at <http://www.grain.org>.

21 October 2015