



Green Party Job Description

Communications Officer

Title	Communications Officer
Status	Full time, fixed term
Remuneration	€33,000 per annum
Location	Green Party Head Office, 16/17 Suffolk St, Dublin 2

Summary

This role will involve working as part of the Communications Team of the Green Party. We need someone with graphic design and video experience to support our mission and spread the Green message. While graphic and video experience is essential, we are also looking for someone who has a broad range of skills and is highly flexible and adaptable to a fast-paced working environment. The right person must also be willing to perform key tasks in other areas including social media, press engagement, internal communication, event management, and training.

Main Duties

Design

- Graphic design for social media, website and digital content.
- Design for print literature, campaign-related assets and other imagery.

Video & Photography

- Shooting, editing and production of video content for online communications.
- Photography for party events.
- Ensure all photography and video is stored online in an organised format.

Communications

- Copywriting for internal party communications as well as external channels such as online, social media and press statements.
- Monitoring and moderation of party communications fora.
- Measure and report performance of digital campaigns.
- Engage with communication strategy development and messaging.
- Maintain Party website content.



Other duties

- Assist with social media content creation and delivery.
- Assist with press and media engagement, and event management.
- Assist with communications training.
- Keep up to date with digital campaign trends and development.
- Other duties as required.

Essential Qualities

Knowledge/Experience of:

- Adobe Creative Suite: Indesign, Photoshop, and Illustrator.
- Premiere Pro and/or Final Cut Pro or other video editing software.
- Web publishing CMS Wordpress.
- Video production using DSLR cameras.
- Social media platforms.
- Photography using DSLR cameras.
- Irish politics

Desired Qualities

Knowledge/Experience of:

- Online advertising platforms e.g. Google Ads, Facebook Ads.
- Motion graphics.
- Press and media engagement.
- Event management.
- Copywriting for online and/or print.

Qualifications

- A recognised design/multimedia qualification to NFQ level 7.
OR
- At least two years' experience in a similar or complementary environment.

Skills & Attributes

- Excellent communications skills, particularly when creating content for communicating with the public.
- An ability to work well with many stakeholders in a diverse organisation.
- An interest in the fundamental principles of the Green Party.



To Apply

Please email, in .pdf format only:

1. A cover letter (max one page)
2. A CV (max two pages)
3. Your portfolio or at least two samples of your original creative multimedia design creation (video or graphic)

to jobs@greenparty.ie before midnight on Sunday 18th August 2019.