



Communications Administrator

JOB TITLE	Communications Administrator
ACCOUNTABLE TO	Communications Manager
JOB PURPOSE	To support the Communications Manager and the work of the Communications Department
APPLICATION DEADLINE	17 January 2014
INTERVIEWS	Week commencing 3 February 2014
ROLE COMMENCEMENT	March 2014 or as soon as possible
SALARY	Available on application
HOW TO APPLY	A covering letter and full CV should be sent to hr@isaf.com

CANDIDATE PROFILE

Required

- Good communication and interpersonal skills
- Excellent command of written English
- Accurate with a good eye for detail
- Ability to work and communicate well with volunteers and professionals
- Excellent organisation and administration skills
- High level of personal presentation, preparation and organisation
- Good computer skills (Microsoft Office) essential, experience using Adobe Photoshop (or similar) would be an advantage
- Copy editing
- Sound judgement and common sense in dealing with sensitive and confidential matters
- Flexible attitude and must be willing to learn new skills
- Ability to interact with people from different countries and cultures
- Ability to travel abroad on reasonable notice

Desirable

- Interest in sports, sailing an advantage but not essential
- Ability to speak another language (French or Spanish) in addition to English



Communications Administrator

Job Description

To support the Communications Department on all activities related to media, corporate identity, sports presentation and communication strategy including:

Media / Social Media / TV

- Co-ordination of delivery of weekly e-newsletter World Sailing News and distribution list
- Assist in the co-ordination and creation of press releases and website/ social media news and photo galleries
- Proof-reading and copy editing of documents / press releases etc
- Support ISAF TV production/distribution and ISAF image library
- Maintain ISAF communications databases

Website

- Assist in updating ISAF website content
- General research and collation of data – website/social media statistics/IF media/sailor biographies/other sports/events/sponsorship etc
- Co-ordination of ISAF listings / information online and on external databases

Marketing / Sponsorship / Corporate Identity

- Assist in the maintenance of ISAFs corporate identity internally and externally
- Support with sponsor fulfilment
- Support conferences/other events as necessary and in particular: World Sailor of the Year
- Coordination of delivery of marketing materials and shipments to ISAF events.
- Assist with the co-ordination of project plans
- Co-ordination of mailings
- Carry out other general communications and marketing tasks that may arise in the office