



STAFF VACANCY NOTICE
Assembly Communication Officer for the 14th General Assembly

Location:	Geneva, Switzerland
Starting date:	as soon as possible
End of the mandate:	31 October 2013 earliest (preferably 31 December 2013 if possible)
Accommodation	Not Provided
Working Activities (%):	50%
Reports to the:	- CEC Communication Officer - Assembly Coordinator - Assembly Planning Committee (APC) through its Moderator

Main duties:

1. To actively engage in the ecumenical life and activities of CEC particularly with special regard to the 14th CEC Assembly
2. To work within CEC with specific responsibilities for the Assembly communications work, assist with editing of texts, selection of photographs, working with layouts of publications and other administrative assistance
3. To maintain the 14th CEC Assembly Website, before, during and after the event
4. During the assembly, on a daily basis to receive, format and send out press releases, place them on the web and update documents already on the web along with other requested materials/contents/photos
5. Ensure the smooth setting-up and running of the newsroom at all times during the Assembly which includes a great deal of troubleshooting and on-the-spot problem solving
6. To undertake tasks and responsibilities in close collaboration with the CEC Communication Officer



Qualifications and Special Requirements:

1. Openness to an ecumenical learning experience
2. Ability to work in English and German or French
3. Experience and/or interest in communications
4. Ability to work with website editing
5. Good level of computer literacy: Word, Excel, PowerPoint, Photoshop, Databases
6. Ability to keep accurate paper and electronic records
7. Availability and willingness to travel
8. Willingness to be a team member working in a multicultural environment
9. Personal commitment in one's own church or good knowledge of the CEC Member Churches

Applications

Any person wishing to apply for this post is invited to send electronically to the CEC Assembly Office a letter stating their motivation and a Curriculum Vitae.

CEC Assembly Office

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Application deadline: 12th May 2012