

Sustainability Excellence Communications and Outreach Manager Job Description

Sustainability Excellence is immediately looking to hire a creative communications, outreach and online community manager for the company.

Sustainability Excellence is a fast-growing firm, based in Jordan, providing a full range of sustainability services to companies and governments in the Arab world. We view sustainability management as the next step in management excellence and central to business innovation and competitiveness. Our clients are amongst the leading companies and organizations in the region in pioneering sustainability management and reporting. They span 6 countries and more than 15 sectors.

Experience Required:

Ideal candidates would have 5 years experience working on communications strategy, media, public relations or online community management projects or companies. Previous work in the sustainability field is an asset.

Main Tasks:

- Create and implement multidimensional communications and outreach strategies engaging with the public, and all other relevant stakeholders, on a range of sustainability related projects
- Work with the team to analyse projects, information and data developing key stories and messages to be communicated
- Assess and further develop the organisations current communications strategy, content, channels and platforms
- Manage relationships with a wide variety of external stakeholders including networks, partners, bloggers, advocates and other relevant organisations
- Manage a range of specific web-based outreach projects, regional networks and communities linked to accelerating the uptake of sustainability
- Create and encourage dialogue, discussion and conversation on a wide variety of topics to be held on various online communities
- Coordinate work with potential project partners including external media, PR agencies and IT firms

Skills Required:

- Ability to create engaging written and graphical content for public consumption and dialogue
- Ability to catalyse conversations and engage with stakeholder on challenging and leading edge topics
- Highly proficient with computers, the internet and social media
- Project management
- Efficient, highly effective work ethic - able to work in a fast-paced environment
- Ability to think both strategically and operationally
- Ability to manage and meet deadlines and budgets
- Design and graphic creation skills are desired
- IT and website editing, or CMS usage ability and desirable

Knowledge Desired:

- Regional or global sustainability topics, trends and opportunities
- Global social media trends
- Media outlets, bloggers and forums

Language Proficiency:

- Fluency in English – reading, speaking, writing
- Fluency in Arabic - reading, speaking, writing

For more details please email hr@sustainabilityexcellence.com