

Administrative and Social Media Assistant

The Global Earthquake Model (GEM) Foundation is a non-profit, scientific NGO that drives a global collaborative effort to develop scientific and high-quality resources for transparent assessment of earthquake risk, and to facilitate their application for risk management around the world.

We are looking for an administrative/social media assistant to join our team at our headquarters, located at the Eucentre Foundation, Pavia, Italy. This role falls within the Support Services team, responding directly to the Secretary General, and would work closely with both the Administration and Secretarial Officer (by supporting the day-to-day administrative activities of the GEM Foundation) and the Communications and Web Manager (by supporting the development of a larger media footprint). The successful candidate will have outstanding communication and organization skills and have the ability to work autonomously in a fast-paced environment.

RESPONSIBILITIES:

- ADMINISTRATIVE DUTIES - Provide administrative support to Administration and Secretarial Officer:
 - Plan and coordinate logistics for meetings, trainings, and events
 - Ensure document filing systems are up-to-date, maintained and comply with established procedures
 - Update and maintain office policies and procedures
 - Assist the Administration and Secretarial Officer in various administrative tasks, as required.
- SOCIAL MEDIA DUTIES - Assist the Communications and Web Manager in implementing digital and marketing strategies:
 - Collaborate with the Communications and Web Manager to implement digital marketing strategies that enhance the GEM Foundation's online presence.
 - Serve as the primary point of contact for coordinating and engaging with the online community via social media channels.
 - Track and report metrics related to digital and social media usage, providing insights to improve our online strategies.
 - Manage social media content calendar, ensuring a regular and consistent posting schedule.
 - Update and post information on digital media platforms including website, LinkedIn, Facebook, X, Instagram, and other relevant platforms.
 - Collect, compile and prepare information for newsletter campaigns that engage the GEM community.

QUALIFICATIONS:

- REQUIREMENTS AND EXPERIENCE
 - Proficient computer skills, including MS Office, Excel, PowerPoint, virtual meeting platforms.
 - Experience and knowledge of current digital trends and social media platforms (e.g. LinkedIn, Facebook, X, YouTube, Instagram), etc.
 - Experience with running email campaigns on platforms such as MailChimp.
 - Preferred experience with non-profit organisations.

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- SKILLS
 - Strong written and oral communication skills for effective engagement across various channels
 - English and Italian proficiency (written and spoken) to cater to our diverse audience
 - Strong planning and organizational abilities to effectively balance administrative and social media tasks
 - Proactive with ability to self-manage and work autonomously in a fast-paced and changing environment
 - Ability to manage multiple projects and tasks simultaneously with different deadlines
 - Skilful in editing and copywriting duties (e.g. for social media posts, comments, digital graphics, ads, and other content.)
 - Willingness and enthusiasm to learn and adapt to new tools, platforms, and strategies

The position is open for an initial duration of two years, with possibility of continuation.

We look forward to hearing from you. Please apply to jobs_communication@globalquakemodel.org with the name of the position in the subject of the email, attach a cover letter/email explaining why you would be a good fit for the position, your resume/CV, list of references (minimum 2), and timeline of availability. **The application deadline is 30th November 2023.**