

**Job title: *Communication officer*
at the Office for Climate Education
Paris, France**

Introduction

Created in March 2018, the Office for Climate Education (OCE) is a foundation under the auspices of UNESCO and hosted by the *Fondation La main à la pâte*, which aims to promote climate change education in developed and developing countries. The OCE is an observer member of the IPCC since 2021.

The OCE's mission is to empower primary and secondary school teachers to integrate the concepts and issues related to climate change in the classroom. It does so by developing IPCC-based educational resources, by providing professional development and leading communities of practice, and by supporting educational public policies via regional pilot projects. The OCE relies on a large network of partners in France, Europe, Latin America, Africa, and Southeast Asia.

OCE's operational team is currently composed of 12 people (11 employees and 1 intern). It is based in Paris, in the premises of Sorbonne University (Jussieu campus), near the Institut Pierre-Simon Laplace (IPSL).

Job description

Your missions will be:

- Animate communities of practice, particularly in the ALEC¹ project in Latin America, with the aim of strengthening the sense of belonging to the project.
- Develop storytelling: collect the needs expressed by teachers, students and decision-makers, as well as testimonies of projects implemented in the field.
- Participate in the organization of national or international events.
- Participate in the creation of new content formats and/or communication operations.
- Participate in the analysis of the performance of published content.
- Participate in the communication efforts of various projects in which OCE is a partner in 2023 and 2024.
- Ensure the editorial management of the OCE website, and the monitoring of technical developments carried out by external providers.
- Assist in the implementation of press campaigns (media relations, press conferences).

¹ *America Latina para la Educación Climática*. Projet phare de l'OCE jusqu'en 2024.

Contract

- **Full-time, 12-month fixed-term contract.**
- **Start date:** as soon as possible
- **Monthly salary:** 3 193 euros gross + social benefits (mutual insurance covered at 70% / meal vouchers)
- **“Agent de maîtrise”, level 24 of the collective agreement for training organizations (CCN 1516)**
- **Workplace:** Office for Climate Education, Sorbonne-University, Jussieu campus, Paris (France). The position requires short-term international travel.
- **Partial home office possible (up to 2 days per week)**

Profile

- Experience in communications and web writing or journalism
- Strong interest in raising awareness of climate change
- Fluent in French, English and Spanish
- Very good writing skills
- Very good digital literacy (Adobe suite and Canva)
- Taste for teamwork
- Creativity and autonomy
- Methodic and rigorous
- Basic knowledge of SEO/SEA

Application

Application deadline: March 7, 2023

Applications will be reviewed on an ongoing basis, so we encourage you to apply as soon as possible.

Applications should include a CV and cover letter (in French and English), and, if desired, a portfolio or other material (original applications accepted!).

Please submit your application by filling out the following form:
<https://forms.monday.com/forms/0b23bff54f71f358a01d35307158707f?r=use1>

Interviews will take place in Paris the week of March 13, 2023.