

Maternity cover (9 months): Communication Coordinator for #UNCity4Schools, UN City Copenhagen

3 January 2019

Background

In the Spring of 2017, UN City opened #UNCity4Schools – a visitor center for school children from grades 1-9. #UNCity4Schools introduces students to the United Nations' 17 Sustainable Development Goals (SDGs) through six different themes ranging from a general introduction to the SDGs to more specific subjects: Climate, Safety and Peace, Hunger, Poverty, and Reduced Inequalities. Each theme provides the students with insights into the UN, UN City and international development, which is communicated through age-appropriate games and activities.

UN City receives more than 100,000 visitors per year for meetings, conferences and guided tours. In 2018, #UNCity4Schools has welcomed more than 4,000 students and teachers. In 2019, #UNCity4Schools will increase the number of visitors to 10,000 by inviting more students into UN City and by creating a new concept for external school visits. There will also be more focus on communication and outreach to relevant teaching/learning stakeholders.

Duties and Responsibilities

The Communication Coordinator is expected to carry out the following duties:

- Receive and teach school children from grades 1 through 9 in six different themes.
- Carry out external school visits.
- Take part in the on-going revision and fine-tuning of the teaching material and concept for school visits.
- Further develop and administer #UNCity4Schools' social media channels.
- Take part in creating and carrying out the promotion strategy for #UNCity4Schools.

- Administer #UNCity4Schools' website, www.un.dk/skoler.
- Coordinate and manage the visitor booking portal on www.un.dk.
- Any other duties as assigned.
- Some travel activity within Denmark is to be expected.

The coordinator's primary task will be to receive and teach school children from grades 1-9 with the use of existing teaching materials. Furthermore, the coordinator will also take part in external school visits along with the #UNCity4Schools team. As the aforementioned age bracket still is a new target audience for UN City, and as #UNCity4Schools is creating a new concept for external visits, the coordinator will devote time to raising awareness about this new concept with schools across Denmark.

The coordinator will administer #UNCity4Schools' website, booking portal and social media channels, currently Facebook and Instagram, and will take part in further developing the strategy and concept for these accounts with a view to expanding the audience and the engagement.

Core Competencies

- Communication and Presentation skills.
- Digital marketing and promotion.
- Knowledge of/interest in the United Nations and the Global Goals and/or international development cooperation.

Technical/Functional

- Basic graphic design skills (Photoshop/InDesign).
- Ability to manage priorities in order to meet tight deadlines.
- Good interpersonal skills.
- Creativity and innovation abilities.

Skills and Experience

Education:

- University degree in media, communication, journalism, education or other relevant discipline.

Experience:

- Relevant work experience.
- Experience with communication to young target audiences (elementary and middle school) is an advantage, but not a pre-condition.

Language:

- Fluency in Danish and English is required.

Application and additional information:

The coordinator will be offered a full-time (40 hours per week) contract for a fixed term of nine months starting March 4 2019 and ending on November 29 2019.

Applicants should submit a CV and cover letter through Jobindex by pressing 'QuickApply': <https://www.jobindex.dk/jobannonce/314842/barselsvikariat-9-maaneder-kommunikationskoordinator-til-uncity4schools-fn-byen>

Enquiries about the position may be directed to Anna Henriksen-Liang - +45 4533 6018.

Closing date for receipt of applications: Thursday 17 January 2019.

External candidates must be legally present in Denmark at the time of application, recruitment and hire.

Read more about #UNCity4Schools on www.un.dk/skoler.