**Digital and Print Media Specialist (60 per cent)**

**Location:** Geneva, Switzerland

**Reporting to:** Head of Communications

**Job Status:** Part-time position (60 per cent)

**Salary:** A competitive package of remuneration and benefits will be provided. This contract will be for one year with the possibility of extension.

**Start date:** Negotiable, but ideally 1 June 2016

**Position Description**

Work with Head of Communications on print and media strategies within the organisation. Details of these tasks are listed below.

**Website**

* Develop and maintain website infrastructures (i.e, intranet and [www.oakfnd.org](http://www.oakfnd.org)).
* Design and implement visual web templates (CSS, Drupal, Novell Vibe, PHP).
* Edit videos for Oak’s websites.

**Design**

* Develop and design inDesign templates for key publications for the foundation including the Annual Report and other programme brochures and documents.
* Manage print process (which includes translating drafts to layouts, checks on structure and photo quality) for Annual Report.
* Develop illustrator logos and icons for publications and websites.

**Additional support**

* Create and maintain bespoke database applications (PHP and MySQL).
* Manage the development and maintain quality of image library for Oak Foundation, making sure that the photos are in line with our photography policies and that staff are trained on best practices in saving and manipulating photos.
* Develop training material and train staff on key communications tools and procedures.
* Collaborate and participate in meetings of the Communications Department and Communications Working group.
* Travel when needed to train and work with staff in other offices.

**Position requirements**

The successful candidate will have a degree in digital and print media development, at least five years work experience and a well-grounded knowledge of communications in the non-profit or foundation sectors. Ability to travel up to 10 days a year.

**Skills required**

* Expertise in Adobe products for print and digital communications
* Expert knowledge of PHP and MySQL
* Expert knowledge of CSS and HTML
* Expert knowledge and experience in design
* Expert knowledge and experience in the use of Drupal and other open source platforms
* Experience developing Intranets for organisations with Novell Vibe or other similar programmes
* Ability to analyse text and translate it into visuals for website and publications
* Demonstrated ability to work independently and as part of a team
* Openness and willingness to learn and to share
* Fluency in written and spoken English
* Ability to work in Switzerland
* Tact, maturity, positive outlook and a sense of humour

Please submit a CV and cover letter to [commdept@oakfnd.org](mailto:commdept@oakfnd.org) by 13 April 2016. Please write in the subject line: Digital and Print Media Specialist. Only short-listed candidates will be contacted.