TERMS OF REFERENCE
Communications Manager, Parental-Leave Substitute
Dag Hammarskjöld Foundation

Summary
Position Type: Full-Time
Experience Level: Mid-Level (5-7 Years)
Duration: One year, with possible extension
Location: Dag Hammarskjöld Centre, Uppsala

Background
Join our non-governmental organisation and in memory of the second UN Secretary-General help us advance dialogue and policy for sustainable development and peace. Be part of a dynamic workplace with 15 employees based at our centre in Uppsala and a liaison office in New York.

The role
We are recruiting a one-year Communications Manager to support our programmatic work, acting as our print and digital editor and leading our digital outreach. The Communications Manager works in close partnership with a fellow communications colleague but reports directly to the Executive Director.

Main responsibilities
- Act as editor for all print publications, reviewing all text and supporting programmatic staff through the publication production cycle
- Produce and review written content for our online communication channels, including the website and social media
- Create digital strategies and execute digital outreach for our flagship publications and other communication products and events
- Monitor all our digital channels and stay attuned to online conversations relevant to our work.
- Monitor and evaluate the outcomes of our digital outreach.

Who you are
- We are looking for a person with a minimum of five years of work experience in communications.
- You will need to have hands-on experience of communication work such as text editing for publications and writing for the web including social media, blogs, and news stories. Experience with video production and editing a plus.
- As a person you are a strong project manager and possess an ability to initiate and drive tasks and ideas forward. You are inspired by digital content and can engage a broader audience. You transform policy rhetoric into impactful and simple messages.
- You are a native English speaker with an excellent command of the English language. Having a good command of the Swedish language is a merit but not a requirement.
- You already have the right to work in Sweden (the Foundation will not be able to sponsor a work permit).
How to apply
We are reviewing applications on an ongoing basis so please submit your application as soon as possible, however no later than 3 June at 23:59 Stockholm local time. Applications should be written in English and consist of a short CV and cover letter (maximum 1 page). Applications shall be submitted to communications@daghammarskjold.se.

More about us
The Dag Hammarskjöld Foundation is an autonomous non-governmental organisation in Uppsala founded by the Swedish Parliament and governed by an international Board of Trustees. We are guided by the vision of a peaceful and just world where the fundamental values of the United Nations are universally applied. Building on Dag Hammarskjöld’s legacy, our mission is to advance dialogue and policy for sustainable development and peace. www.daghammarskjold.se