



WORLD FUTURE COUNCIL – VACANCY ANNOUNCEMENT

The World Future Council is a global forum of 50 respected personalities who give voice to the shared ethical values of citizens worldwide. The Council works closely with policy-makers, civil societies and business to identify and implement best policies to protect the rights of future generations (<http://www.worldfuturecouncil.org>).

The World Future Council is looking for a part-time

Online Editor (m/f) (30 hrs per week)

to be based at the WFC head office in Hamburg, Germany. This position is currently foreseen to be limited to one year. However an extension is possible depending on additional funding.

Responsibilities:

- Daily website updates via Content Management System (CMS) Typo3
- Preparation and co-ordination of the monthly e-newsletter
- Management, update and expansion of newsletter mailing list/contacts
- Monitoring, tracking and updating WFC materials
- Quality assurance of published material
- Collaboration with technical teams and third party suppliers to resolve any delivery issues
- Administration of press clippings
- Occasional translation of texts (English to German, German to English) for website, press releases, publications
- Reporting to the Director, Media and Communications

Profile:

- M.A. in Journalism or Public Relations
- Excellent communication skills in both German and English; additional languages are a plus
- Proficiency in Content Management Systems (Typo 3) and MS Office
- Excellent time management skills
- Ability to multi-task and coordinate projects simultaneously
- Ability to adapt quickly to changing processes and demands
- Meticulous attention to detail

- A proactive and flexible attitude towards work

To apply, please send a cover letter, CV, as well as your salary expectations to Administrative and Finance Manager Lucia Schüßler, email: application@worldfuturecouncil.org . Subject heading: Online Editor and your name.

Deadline for completed applications: 12 January 2009. Only candidates invited for interviews will be contacted.