



# Communications Coordinator

## Terms of Reference

*June 2024*

**Location:** Remote (based in a time zone within 3 hours +/-, CET)

**Time commitment:** 3/4 days a week

## 1. About NatureFinance

NatureFinance is a Swiss-based, international not-for-profit organization dedicated to aligning global finance with more equitable, nature positive outcomes. We work to make nature count in global finance and the global economy. NatureFinance is active in advancing the use of data to disclose and manage nature related risks, developing impactful and equitable nature markets, and advancing financial innovation in the areas of sovereign debt and nature positive investment. We develop tools to help financial actors better assess and align their investments with nature positive outcomes and push for stronger costs and consequences where finance is failing to address nature liabilities.

## 2. Position Overview:

The small but dynamic communications team at NatureFinance is looking for a coordinator to keep track of various workstreams and projects interacting with the rest of NF staff. The Communications Project Coordinator will help run the communications and stakeholder management within NatureFinance. They will work closely with the communications team led by Joanna Benn, responsible for delivering the communications and engagement remit within NatureFinance.

We're seeking a versatile candidate who can handle various administrative duties, effectively manage projects, monitor budgets, and communicate with a range of stakeholders, including designers, developers, writers, content creators, and partner organisations. The ideal candidate should be comfortable with a variety of software tools commonly used in office environments, capable of quickly learning new tools as needed. They should be able to assist with tasks such as uploading content to websites, crafting social media posts, media liaison work and other communication-related activities under guidance.

## 3. Key Responsibilities:

### Project Management

- Keep track and mobilise all the moving parts for the suite of knowledge products and projects the comms team is involve with, liaising with everyone on the supply and demand chain side (i.e. editors, writers, designers, program, and content staff)
- Help track budgets, coding, invoices for all the different assets.
- Set up team calls, manage agenda and notes.

### Coordination

- Help and support all the team members with meetings, agendas and liaison with other staff and external stakeholders
- Liaise with other admin/support staff to ensure coherence across teams

### Content

- Keep internal files and folders updated, ensure systems are in place for best practice knowledge management, keep CRM system and database up to date
- Able to load content to website, edit bios, add staff members, source photos
- Ability to support in outreach tasks such as Mailmerge, newsletter content collation, help with basic design work for events and templates
- Managing consultants, vendors, translators and translations

### Qualifications

- A minimum of 3 years of professional experience in relevant positions such as account exec in a PR firm
- Proven track record of diligent project management, coordination skills, ideally in nimble, entrepreneurial environments
- Familiarity/interest of ecological concepts, biodiversity, nature-based solutions and climate change strategies
- Familiarity with PowerPoint, Excel, Monday.com, Canva, Mailchimp and basic CMS/web content
- Self-starter, team player, imaginative and driven, able to run projects independently from start to end bringing in help and advice as needed
- Excellent English skills
- Excellent communication and presentation skills

### Preferred skills

- Experience with the Adobe creative suite
- Experience with mail merge
- Familiarity with Webflow and WordPress websites
- Mailchimp
- Canva
- Photoshop
- Microsoft Tools
- Excel
- Monday.com

## 4. How to Apply:

Please send your resume and a cover letter highlighting your relevant experience and interest in the role to [operations@naturefinance.net](mailto:operations@naturefinance.net)

Application Deadline: 31<sup>st</sup> June