



COMMUNICATION OFFICER – JOB DESCRIPTION

The Communication Officer has to be located in Innsbruck, provided he/she is available for regular meetings (at least once a month in Innsbruck - Austria). The position is a paid position (as WSF employee or as freelance).

The Communication Officer will report directly to WSF General Secretary and she/he is responsible for:

- .implementing and delivering PR/articles based on content provided by WSF General Secretary;
- .Social Media posting (Facebook, Instagram, Twitter, LinkedIn);
- .editorial content production for WSF website;
- .WSF Newsletter

Key duties and responsibilities:

- Social media channels management
 - o Contents creation on Instagram, Facebook, Twitter (at least 5 posts/ on weekly basis) based on provided content from selected contacts
 - o Reposting riders own content, sharing and managing events, riders and coaches content + ig stories managing
- Website contents management
 - o Create post about WSF events and initiatives (posts must be SEO optimized)
- Maintenance of the WSF LinkedIn
- Coordination with WSF General Secretary in order to promote WSF members' activities
- WSF Newsletter (4 per year)

Selection criteria – essential qualities and skills/requirements:

- Graphic skills for website editorial and social media
- Text writer in English for all WSF communication, German language is a plus
- Wordpress CMS knowledge
- Social Media content creation and adv knowledge
- Mailchimp or other similar mailing list service knowledge
- working hours are approximately 12 h per week
- Be a Snowboard enthusiast

Please send your application to: Anna Negri, WSF Secretary General at anna@worldsnowboardfederation.org