



## Digital & Web Coordinator

**Job title:** Digital & Web Coordinator

**Reports to:** Digital Strategy, Senior Manager

**Location:** Geneva, Switzerland

**Duration:** Maternity cover – fixed-term contract (between 4 and 6 months)

### About UICC

The Union for International Cancer Control (UICC) is a non-government organisation based in Geneva which serves an international and diverse population of cancer organisations to unite the cancer community to reduce the global cancer burden, to promote greater equity and to ensure cancer continues to be a priority in the world health and development agenda. We have achieved this by building a membership base of over thousand organisations and engaging in partnerships with more than 60 organisations across the United Nations, academia, health and private sector.

UICC convenes members and partners to encourage collaboration and new thinking through keystone events (World Cancer Congress, World Cancer Leaders' Summit and World Cancer Day). Through our capacity building activities, UICC supports its members do a better job tomorrow than they do today and increase their impact by scaling up their relevance, reach and sustainability in their own settings. With our members and partners, we drive forward the key advocacy priorities building upon key international agreements (the Sustainable Development Goals, the Global Action Plan on NCDs and the 2017 Cancer Resolution at the World Health Assembly) to ensure that these global goals and targets are translated into national action.

UICC has a team of 40 people based predominantly in Geneva, Switzerland led by a CEO, reporting to a Board of Directors. It has an annual income of approximately \$10m and has plans to grow significantly in the coming years. The UICC works in new offices in Geneva situated close to the United Nations and the World Health Organisation, with whom it has formal relations.

In recent years, UICC has received international awards for its Congress, Summit, use of social media, website and membership engagement. We consider ourselves to be a top-level NGO which aspires to deliver excellence at all times. UICC conducts monthly staff engagement surveys which show that the organisation is a very good employer benchmarked to other organisations in the sector.

In addition, UICC offers its staff a range of benefits which includes:

- an excellent pension plan (2/3 contributions from UICC)
- accident insurance, business travel insurance and loss of income insurance premiums 100% paid by UICC
- excellent office facilities equipped with new technology.

## Summary of the position

Under the overall guidance of the Senior Digital Strategy Manager, the Digital & Web Coordinator supports all aspects of the development, curation and maintenance of UICC's websites and coordinates, prepares and schedules the sending of mass-emailing communications. Furthermore, the coordinator works in close collaboration with the other UICC teams (Knowledge, Advocacy and Policy, Congress, Capacity Building, Members and Partners and Finance and Administration) to gather and support their digital, web and mass-emailing needs.

## Main responsibilities

**Responsibilities may include, but are not necessarily limited to:**

### Technical support and maintenance of Digital Platforms

- Provide technical support (help publish content, answer questions or report bugs), for all digital platforms, by providing direct support to UICC staff
- Support the Senior Digital Strategy Manager in liaising with web developers and other external suppliers when necessary, for the implementation of changes and fixes.
- In particular, the successful candidate will support the Senior Digital Strategy Manager in the development and migration of the organisation's institutional website (uicc.org) to Drupal 9.

### Web content production, support and quality control

- Coordinate the production and publication of content for websites: creating pages, drafting and editing web copy and multimedia content, sourcing, editing or creating enticing visuals, ensuring quality control, while making sure all content is optimised for web use.
- Work with staff to make sure that their communications needs are supported through a strong web presence.

### Mass-emailing

- Coordinate, prepare, and schedule the sending of mass-emailing communications, for example the regular membership newsletter and other mass-emails.
- Help administer mass-emailing (Mailchimp) account, as well as other online services used by UICC and the Communications Team when needed.

### Web analytics

- Monitor, analyse and issue regular web / digital performance reports of UICC's web properties (via Google Analytics and other monitoring tools).

## Skills and experience

- An advanced university or technical degree with a minimum of 2 years of experience in an area relevant to the job description e.g. computer and communications science
- Experience in web-editing, web project management (Drupal) and email marketing (Mailchimp) preferable.
- Experience and working knowledge of Adobe Creative Suite a plus.
- Demonstrated fluency in English - written and spoken; with French, Spanish and/or any other languages being a plus
- Excellent oral and writing skills including the ability to synthesise information
- Quick learner and problem solver with an inquisitive mind.
- Highly organised with a strong attention to detail.

- Able to deliver quality results under time constraints in a fast-paced environment.
- Able to take initiative and work autonomously.

## Applications

Send your CV and motivation letter explaining how you think your skills and experience make you a strong candidate for this position to [careers@uicc.org](mailto:careers@uicc.org). Deadline for applications: 15 August 2021.

***Only short-listed candidates will be contacted.***