



MSF MEXICO JOB VACANCY: PRESS OFFICER/MEDIA NETWORKER

Médecins Sans Frontières (MSF) is an international humanitarian aid organization that provides impartial medical assistance in more than 70 countries to populations in distress, to victims of natural or manmade disasters and to victims of armed conflicts in an independent manner.

Since 2008, the MSF Mexico Office aims to contribute to the social mission of MSF in the world by increasing public awareness of MSF in the region, developing medical and non-medical human resources for operations in the field and to raising financial resources in an ethical and sustainable manner.

The MSF Mexico Communication Department aims to increase the development of a reliable, relevant and consistent institutional image, that allows positioning MSF in Mexican society as a leading international medical humanitarian actor and also serves the purpose of finding resources in Mexico.

FUNCTION

Press Officer/Media networker

MISSION

Establish and maintain an extensive media network in order to promote media coverage of MSF messages, its humanitarian mission and activities.

Produce written and audiovisual material about MSF operations in the region.

Summarize and brief main operational communication activities to the MSF Mexico Office.

REPORTING LINE AND FUNCTIONAL RELATIONS

- Reports to the Head of Communications
- Works closely with MSF Press officers within the MSF worldwide movement using internal mailing lists (COM, PRESS, WEB, Editors)
- Works closely with other areas within MSF Mexico (i.e. Operations, Fundraising or Human Resources) to provide support in the production and/or edition of any public written material.

MAIN RESPONSIBILITIES / ACTIVITIES

- Be the media liaison person for MSF in Mexico.
- Manage Press Releases: Write, translate and correct PRs. Send PRs out to media contacts and monitor effects on the media.
- Manage press requests and coordinates media interviews with designated spokespeople in MSF Mexico.
- Travel to the field in case of emergency responses in the region to produce first hand written and audiovisual material.
- Participate in local media platforms.
- Map, establish contacts and actively foster relationships with an extensive media network in Mexico.
- Coordinate the production of the MSF bimonthly publication "REACCIÓN".
- Liaise with other MSF Press officers around the world.

- Support the revision of all text/information (Major Donor Fundraising materials, brochures, campaigns, PRs, Power Point Presentations, media packages, website publishing, new media publishing).
- Oversee external production of information (editorial collaborations, soft media appearances)
- Supports proactive promotion in the media of MSF events: recruitment events, info evenings, expos and campaigns.
- Provide briefings and media training to MSF designated spokespeople.
- Produce reports on MSF media coverage and on humanitarian related issues in the region.
- Map specialized media (Academic, Medical: magazines, newsletters, publications).
- Develop ideas and identify opportunities for MSF media coverage (e.g. Mexican expatriates' stories from the field).
- Ability to produce and edit pictures and/or video within MSF quality and ethical standards is desirable.
- Publish news on MSF Mexico website and social networks.

POSITION

- **FULL TIME** position based in Mexico City

PROFILE

REQUIREMENTS

- University degree in Communications, Journalism or equivalent experience
- Minimum of 5 years of professional experience working with the media (Print, TV, internet and/or Radio), priority to private mass-media based in Mexico City
- To have a personal contact list of relevant opinion leaders and influent media actors
- Outspoken and communicative
- Excellent writing and translation skills (Spanish-English-Spanish)
- Strong interest in humanitarian issues and sharing of MSF values
- Do-it-yourself, start-up attitude, dynamic, creative
- Ability to work and coordinate with other team members from other areas
- Availability to travel, sometimes under short notice (i.e. emergencies)
- Computer literate (Word, Excel, Power Point), publishing software basics are a plus (Adobe platform)
- Used to publish on new media (Drupal, Facebook, Twitter, Blogger, YouTube)
- Languages: fluent Spanish and English, French is a plus (read)
- Mexican national or 3+ years legal resident in the country
- Experience in the publishing chain process (printed, digital)

HOW TO APPLY

All applicants should send a detailed CV in Spanish (+2 referent persons), letter of motivation in English and copy of diploma (if applies) to:

recepcion@mexico.msf.org

Subject: Press Officer/Media Networker

Application deadline: 30th of April 2018

Only short-listed applicants will be contacted