

Research co-ordinator & editor

About Bankwatch

CEE Bankwatch Network is today the largest network of grassroots, environmental groups in countries of central and eastern Europe and a leading force in preventing dubious public investments that harm the planet and people's well-being in this region and beyond.

Operating since 1995 in countries that have undergone significant social and economic transformation, we monitor funds and banks that are often obscure but always important entities that function outside the realm of public scrutiny.

Together with local communities and other NGOs we work to expose their influence and provide a counterbalance to their unchecked power.

About the position

We are looking for a **research co-ordinator and editor** to join our small communications team. You will lead the design, production and distribution of our campaign materials and ensure these reach their targets effectively.

Job description

- Co-ordination of Bankwatch research activities
- Methodological support for research and publications
- Oversight of publication production including consistency with policy positions
- Oversight of publication design and presentation, either in house or with external support
- English editing of publications and articles
- Designing and supporting publication promotion and outreach, distribution and evaluation

Person Specification

- Native English speaker a must
- Proven track record in writing and editing publications
- Experience coordinating teams
- Experience with information design and presentation is an advantage

- Knowledge of environmental and development issues and affinity for the Bankwatch mission
- Familiarity with the region and experience working in international organisations is an asset

Position type

Full time

Location

The post is flexible and should be based in one of the offices of our member groups, with a preference for offices in Prague or Warsaw.

Reporting to

Communications coordinator

Salary

Competitive salary for international NGOs from central and eastern Europe, based on location and commensurate with work experience.

Bankwatch offers secure employment and a working environment that is respectful of individual and family needs.

To apply

Please send your cover letter and CV to jobs@bankwatch.org with 'Research co-ordinator' in the subject line. Do note that we will not consider applications from non-native speakers, and applicants should clearly demonstrate their research experience in the application.

Deadline for applications

17 May 2019 or until filled