



Communications Officer

Job Announcement

Job title: Communications Officer

Location: [Switzerland, Europe / United Kingdom - Remote]

About City Cancer Challenge

City Cancer Challenge Foundation (C/Can) supports cities around the world as they work to improve access to equitable, quality cancer care.

The approach is built on the core principle that cities can drive impact at national level by crafting data-driven solutions with the support of a network of global, regional, and local partners that reflect an understanding of the unique local context.

C/Can was launched by the Union for International Cancer Control (UICC) at the 2017 World Economic Forum Annual Meeting in Davos. It was established as a standalone Swiss Foundation in January 2019, and is now active in 15 cities around the world.

Summary of Position

The City Cancer Challenge Foundation is seeking a dynamic and creative individual to join our team as Communications Officer. In this role, you will be responsible for crafting compelling stories and narratives for our channels and supporting global events in person and online.

Reporting to the Head of Communications, you will play a key role in enhancing the reputation of our Foundation's efforts, impact and stakeholder engagement through events and creative writing.



The successful candidate will be a creative and experienced self-starter with a strategic approach to communications, who is keen to work in an agile environment and passionate about locally led development and/or global health. This is a remote position, with travel as required.

Key Responsibilities

The responsibilities will include, but not be limited to the following:

Storytelling

- Produce original written content, including articles, blogs, video scripts and editorials, aligning with the organisation's messaging and objectives.
- Rewrite and edit content to ensure clarity, coherence, and consistency with brand guidelines.
- Collaborate with internal and external stakeholders to understand their storytelling needs and deliver content solutions.
- Stay updated on global health trends and best practices in storytelling to continuously improve content quality, effectiveness and impact.
- Contribute to the editorial calendar, produce social media content and execute campaigns.
- Support with the creation and dissemination of brochures, reports, invitations, newsletters and manage design requests with an agency.

Events

- Lead the planning and execution of both in-person and online events for the C/Can global team and C/Can cities.
- Assist in content production and publication for events, ensuring alignment with overarching themes and objectives.
- Develop outreach plans to maximise event attendance, engagement and impact.
- Capture event highlights through various formats such as articles, blogs, and reports.
- Collaborate with cross-functional teams to coordinate logistics and ensure seamless event execution.



Selection Criteria

Required work experience

- 3-5 years of experience working in a communications role, in an agency, or as an independent consultant.
- Proven experience in storytelling, content creation and event production.
- Exceptional writing and editing skills, with a keen eye for detail and a strong command of grammar and syntax in English.
- Proficiency in crafting engaging social media content across different platforms.

Desirable

- Experience creating content related to public health or the development field.
- Ability to break down complex and technical topics into engaging writing.
- Familiarity with content management systems, email marketing tools, Wordpress, Photoshop and social media management tools.

Education

- Bachelor's degree in communications, journalism, English, or related field.

Languages

- Native-level english required
- Fluency in Spanish is an advantage

Required competences

- Ability to multitask and thrive in a fast-paced environment, managing multiple projects simultaneously.
- Strong interpersonal skills with the ability to collaborate effectively across teams and multicultural settings.

How to apply

Qualified candidates may submit their application, including a Curriculum Vitae and Cover Letter to: recruitment@citycancerchallenge.org. Please ensure that all documents are sent as PDF documents with the titles "your name cover letter" and "your name CV". Please put "Communications Officer" in the email subject line. Applications will be received until a suitable candidate is identified. Only short-listed candidates will be contacted.