



Content & Communications Manager

Job Announcement

Job title: Content & Communications Manager

Location: Worldwide

Closing on 18 May 2022

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 11 cities around the world.

Summary of Position

Are you an experienced communications professional with a background that includes content generation? Would you like to help build a future where quality cancer care is accessible to all?

If you are creative, confident, and self-motivated, this is a great opportunity to make the role your own! Come join our Communications team, where your actions will have a direct impact on millions of people!

This is a newly created role and will be responsible for driving and supporting content strategies and tactical deliverables, both written and video.

The position is key to elevating and communicating stories of success to our key audiences. The successful candidate will be our in-house journalist; planning and delivering content that speaks to our varied audiences.



You will need to be flexible and reactive to last minute requests, as well as managing longer term deadlines. This person will be able to work remotely with travel as required.

Key Responsibilities

The Content & Communications Manager responsibilities will include, but not be limited to the following:

- Ability to generate multiple ideas for future stories on an ongoing basis.
- Write, proof and edit a variety of digital communications across the organisation, such as blogs and web content to ensure brand and tone of voice is consistent and correct.
- Stay up to date with what is happening across C/Can, to stay current and spot potential positive PR opportunities and content with the objective of elevating success stories.
- Given the diverse nature of topics we focus on (cancer care, health financing, connected health, among others), we are looking for someone with a diverse field of interest and knowledge.
- Coordinate and enliven the work of other internal content contributors, including content developed directly by SMEs and content developed by external writers
- Plan, execute, and distribute corporate content for our network of cities and partners
- Develop and cultivate a wide network of relationships/sources within the C/Can network.
- Analyse and report to key stakeholders on how our content is performing.
- Manage and maintain content platforms, including but not limited to the C/Can website and other landing pages as required.
- Collaborate with C/Can's digital, health finance and policy teams to create and distribute relevant content
- Brainstorm video ideas, work on scripts and production of video
- Stay abreast of industry best-practice and review competitor and reference brands to compare activities and performance
- Understand SEO and the benefits of link building and content strategies to drive organic search traffic. Find creative ways to repurpose older content to maximise SEO.



- Pitch relevant stories that will resonate with our different audiences.

Skills and Experience

- A minimum of 5 years of progressively responsible experience in communications (content generation) is required.
- Writing copy, editing, and proofreading for online platforms, demonstrating excellent attention to detail.
- Ability to turn complex and sometimes technical information into engaging content.
- Coordinating and managing video productions.
- Very strong “people skills,” stakeholder management and interpersonal skills, including the confidence to interact with personnel at all levels.
- Experience working with internationally distributed teams and/or on programmes/projects.
- Healthcare or medical background preferred, but not required.
- Native English is required. Knowledge of Spanish is an advantage.
- Ability to work under pressure and meet short deadlines as well as long term project milestones.
- Demonstrated ability to manage multiple priorities in a fast-paced, dynamic business environment.
- Working knowledge of Google Workspace's (formerly G Suite), Mailchimp, WordPress and Adobe Creative Suite (Photoshop, Premiere, etc.)

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 “Content & Communications Manager” in the email subject line. Applications should be received no later than 18 May 2022.