

## Job offer — September 2022 Communications manager, World Inequality Lab

### CONTEXT

The [World Inequality Lab](#) (WIL) is a leading economics laboratory that conducts research on global inequality. It is based at the [Paris School of Economics](#).

The World Inequality Lab is a friendly, dynamic and stimulating environment, made up of dedicated people from all over the world. The central team based in Paris is small and flexible (about 20 people including researchers, data, administration, communication, direction, who are using their skills to create a free, open, global statistical public good, <http://wid.world>). The WIL publishes reports and working papers, including the World Inequality Report, which highlights and analyzes the findings and new insights that the World Inequality Database has gathered.

The WIL works with over 100 inequality researchers over the world. People who come work for us get to contribute to the project in a direct and palatable ways, and have the opportunity to gain responsibilities quickly. We are looking for a candidate with an interest in the project and who can work with a lot of autonomy.

### GENERAL PRESENTATION OF THE POSITION

<b>Contract</b>	Permanent position (CDI)
<b>Location</b>	48, boulevard Jourdan 75014 Paris
<b>Working languages</b>	English mandatory, French optional
<b>Remuneration</b>	Competitive remunerations will be discussed early in the selection process based on qualifications and experience. He/she will also benefit from the advantages put in place by the structure (health insurance, luncheon vouchers, 50% reimbursement of transport tickets)

### JOB DESCRIPTION

The main activities of the position will be:

Developing and implementing the WIL's communication and press relations strategy:

- Developing of annual communication plans
- Management of press relations policy, including promotion of publications and regular contact with journalists
- Updating media lists, maintaining and developing relationships with journalists, responding to and following-up on interview requests

- Creating and sending quarterly newsletters
- Organizing media training workshops for the research team
- Drafting yearly activity reports in coordination with the general manager
- Spokesperson for the laboratory, in addition to the research team

Developing and updating the WIL's websites and digital strategy

- Managing the WIL and WID websites
- Editing and proofreading articles prior to publication, coordinating the editing and editing process with external providers
- Continuous improvement of the user experience of the websites
- Content creation for social media (dataviz, videos, gifs)

Ensuring the internal communication component within the WIL

- The candidate manages the internal communication of the Laboratory (team information, meetings, etc.) in coordination with the general manager.
- The candidate may be solicited to schedule meetings, book rooms, welcome newcomers, both administratively and logistically - depending on the workload of the general manager.

Organizing of external WIL events, including equality debates and academic conferences

- Sending out invitations and disseminating onto social media
- Dissemination of the event within the academic sphere
- Logistical set-up of the event, in coordination with the central PSE team.

The Communications Manager reports to the General Manager and the WIL Co-Directors.

## **REQUIREMENTS (SKILLS AND EXPERIENCE)**

- Master's degree or equivalent in Communication, with a strong interest in human and social sciences (public policy, economics...) Less qualified candidates with relevant experiences are also encouraged to apply.
- Fluent English (working language), very good command of French.
- Writing skills in both languages.
- High degree of organization and thoroughness.
- Ability to collaborate and communicate with others.
- Experience in communicating on the internet and social networks.
- Sense of institutional relations, diplomacy, ability to evolve in an international and multi-partner environment.
- Dynamism, team spirit, interest in the world of research and inequality issues.

Your application (CV + cover letter) will be sent in English and per email to the following email: [hiring.wil@gmail.com](mailto: hiring.wil@gmail.com), with "Application – Communication Manager" in the subject line. Interviews will take place on a rolling basis.

The Paris School of Economics is an equal opportunity employer. All our positions are open to people with disabilities.