



**DIGITAL CONTENT - SOCIAL MEDIA MANAGER**  
**CDD**  
**October - March 2020**

**ChangeNOW**

Launched in September 2017, the ChangeNOW Summit is **the largest positive impact conference in the world** ([www.changenow-summit.com](http://www.changenow-summit.com)). For its third edition, in January 2020, the ChangeNOW Summit gathered **1000 solutions for the planet, 350 speakers and innovators** on stage and **28.000 participants coming from 100 countries**, under the emblematic glass dome of the **Grand Palais, in Paris**.

Our mission is to accelerate change towards a sustainable world, by driving resources and creating opportunities for impactful solutions to grow and scale.

**To accomplish this mission, we create inspiring events and connect solutions, investors, corporations, media, skills, cities all around the planet. Our next edition will be held 9-11 March in Paris (Grand Palais Ephémère).**

Based on the 17 UN Sustainable Development Goals, ChangeNOW addresses topics such as sustainable cities and mobility, clean energy, food and water security, depollution of the oceans, education, circular economy, health and well-being, inclusion, biodiversity, etc.

To support our international growth, we are opening a position within the comms teams, for a **social media manager**.

**Why join ChangeNOW?**

Join our team of dreamers and doers, and benefit from a unique opportunity to:

- be at the center of the vibrant and fast-growing ecosystem of positive impact, and develop your network with high level connections (corporates, thought leaders, investors...)
- join a dynamic and committed team, and gain experience in an innovative and entrepreneurial environment
- contribute to building a better world, and work on projects that make sense and have a positive impact on the planet and the society

**Job description**

Overview:

As a social media manager & digital content creator, you will contribute to growing the positive impact community to an international scale. You will be responsible for creating and posting the content on ChangeNOW's channels (LinkedIn, Twitter, Facebook, Instagram), in coordination with the comms, and other parts of the team (partnerships, solutions, corporate relations).

#### Missions:

- **Content strategy planning:** in line with the tone of voice and the objectives of the campaigns, you will prepare and coordinate the editorial calendar covering all our channels
- **Digital campaigns monitoring:** activation and coordination of our different digital channels
  - **Social media manager:** you will create, curate, and manage all published content (images, video and written) on LinkedIn, Facebook, Twitter and Instagram. You will also engage in social media conversations to raise awareness and increase the community: reposting, responding to comments, and monitoring trends and topics. You will help us get certified accounts.
  - **Newsletter editor:** you will create and send newsletter campaigns - from our account and from our partners databases
  - **Paid media campaigns monitor & tracker**
  - **Website editor:** you will create content for the website
- **Design coordination:** you will work with the designers and brief them on the needed content for social media
- **Analytics:** you will monitor our reach, measure our impact, analyze, review and report on the effectiveness of our campaigns in an effort to maximize results.

Those missions might be adjusted depending on the calendar.

#### Practical information:

- Contract: 6 months CDD
- Location: based in Paris (11th arrondissement)
- Starting date: October 2020
- Remuneration: according the company's grid

#### Requirements:

- English Native – bilingual or fluent in French
- Successful professional experience in engaging audiences on social media and great understanding of social networks Facebook/Instagram/LinkedIn/Twitter.
- Strong skills in copywriting
- Autonomous, analytical & creative
- High-level attention to detail and accuracy
- Ability to create content and to edit with basic comms/design softwares (Adobe, Wordpress, Mailjet, Hootsuite...)
- Team spirit
- Deep motivation to have a positive impact, and to change the world!

Please, send your resume and short motivation message in English to [claire@changenow-summit.com](mailto:claire@changenow-summit.com) and cc. [rose@changenow-summit.com](mailto:rose@changenow-summit.com). Feel free to link any example of content that you already created / posted.