



PROGRAM AND COMMUNICATIONS OFFICER

Maternity leave cover / part-time

4 days / week (mid-April to August)

3 days / week (September to December)

Compensation Range

\$45,000- \$55,000 annual full-time equivalent (FTE),
dependent on experience and location

Location: worldwide (remote)

The ACOS Alliance is seeking a talented Program and Communications Officer to support the growth and efficiency of a passionate and ambitious team committed to improving safety culture and practice within global journalism.

The ACOS (A Culture of Safety) Alliance is a growing coalition of 160+ news organizations, journalist associations and press freedom NGOs working together to champion safe and responsible journalistic practices. Our mission is to embed a culture of safety across newsrooms and among freelance and local journalists worldwide through coordination, advocacy and practical, collaborative initiatives implemented with international and local partners.

POSITION SUMMARY

The Program and Communications Officer will support a number of specific ACOS Alliance activities during maternity cover and will be working with a small and supportive international team during an exciting period of organizational growth and development.

This hands-on, multifaceted role combines program and communications activities. The successful candidate will support the delivery of key safety initiatives while also helping to strengthen ACOS' external visibility, storytelling and engagement.

We are looking for someone who can manage their own time and workload effectively, oversee projects to completion, has excellent written and verbal communication skills, thrives in a busy

environment, and is proactive, creative and analytical in their approach with a strong attention to detail. In return we offer a friendly and flexible work environment.

The position reports to the Program Manager and Head of Communications.

Please note this is a fully remote position and some international travel may be required.

SPECIFIC RESPONSIBILITIES

Programmatic Work

Support the planning, coordination and delivery of ACOS Alliance safety initiatives in close collaboration with the Program Manager.

- Implement journalist safety training activities, online and offline
- Oversee implementation of the ACOS Newsroom Program, including tracking budgets, timelines, and deliverables
- Liaise with a diverse range of global stakeholders, including freelance journalists, editors, safety experts, partner organizations, and ACOS signatories to ensure the collaborative spirit and advance the ACOS Alliance mission
- Document, monitor and report across program activities

Communications & External Engagement

Support and implement ACOS' communications work plan and strategy, working in close collaboration with the Head of communications, ensuring brand consistency and messaging, including:

- Manage and grow ACOS Alliance social media channels (LinkedIn, X, Instagram)
- Create and edit high-quality content for ACOS digital channels, platforms and email campaigns, translating complex programmatic and policy work into clear, engaging messaging for diverse audiences and different channels
- Support the creation and updating of website content, including the translation and re-design of online safety resources
- Monitor analytics and providing insights and reports to strengthen engagement and reach
- Support the creation of reports and publications for ACOS stakeholders

- Support the planning and delivery of the ACOS Annual Safety Coordination Meeting and participation in global events and conferences, including overseeing of guest registration systems and attendee communications, and supporting post-event reporting and follow-up
- Maintain communications calendars and asset libraries

PERSON SPECIFICATION

The ACOS Alliance is seeking a highly motivated and organized individual, with excellent organizational, analytical and communication skills, and a true team player. The successful candidate will have meticulous attention to detail, be capable of planning and overseeing their own projects to completion, and able to manage multiple tasks and projects simultaneously, whilst also working successfully as part of a remote team. They will be confident in communicating with a range of global stakeholders at all levels, including freelance journalists, editors, safety experts, news organization executives and NGO leaders.

The successful candidate will have the following skills and experience:

ESSENTIAL

- 2–5 years' experience in project coordination/management and/or communications, preferably within a nonprofit, human rights, journalism, or advocacy organization
- Excellent written, visual and verbal communication skills
- Strong organizational and planning skills, with ability to manage multiple projects simultaneously
- Experience delivering projects against milestones and deadlines
- Experience managing digital communications and social media platforms
- Experience with website CMS, email marketing platforms (e.g. Mailchimp), and basic design tools (e.g. Canva)
- Experience using CRM platforms such as Airtable, Salesforce, etc.
- Working knowledge of Excel and Google Workspace
- High level of discretion and understanding of confidentiality
- Ability to work independently and with others in a remote environment
- Fluency in written and spoken English
- Fluency a second language, ideally Arabic
- A strong commitment to press freedom and journalist safety

DESIRED

- Event planning experience
- Experience working with international stakeholders across different regions

- Knowledge of journalists' safety and training environments
- Understanding of the news industry landscape and freelance journalism
- Additional language skills
- Working knowledge of AI tools to support workflow efficiency
- Background in Journalism, Human Rights, International Affairs, or related field

TO APPLY

Please submit a cover letter (maximum 2 pages), CV and the contact details for two references to info@acosalliance.org. Please use "Program and Communications Officer" and your name as the subject line of your email (e.g., "*Program and Communications Officer - Cara Smith*"). Only completed applications will be reviewed.

The ACOS Alliance is an equal opportunity employer that does not discriminate in its hiring practices and actively seeks a diverse applicant pool.

Note: we will review applications on a rolling basis and encourage early submission, latest by March 10, 2026.

CREATING A CULTURE OF SAFETY FOR FREELANCE JOURNALISM