

Work as a Communications Specialist to produce engaging and communications materials and visual elements for a leading global sustainability organization.

The role will initially focus on a program working with coffee producing countries, and can lead to ongoing work with The Committee on Sustainability Assessment.

COSA is a nonprofit organization that works at the forefront of sustainability. We are a neutral consortium dedicated to helping people and organizations understand the sustainability of our food and agriculture systems and the people who make them possible.

Our Vision: Working together to foster secure and resilient farm communities, feed a hungry planet, and sustain the environment.

Our Mission: We accelerate sustainability by advancing smart performance metrics and innovative technologies, enabling users to take better decisions that make a tangible difference for people and planet.

1. **Project name.** Transparency at Origin.
2. **Context and Key objectives of the project**

The goal of this project is to support efforts to advance data capacity and transparency so as to improve learning in the coffee sector and better inform policy to strengthen the coffee-based livelihoods of farmers.

The International Coffee Organization's (ICO) Technical Work Stream on Transparency identified two main areas as necessary data priorities: a common cross-country understanding of the actual costs of production and the relative efficiency of value transmission understood as the differential value points that occur between farm-gate price and the FOB price. The data on these and other related topics will build the capacity of coffee producing countries to understand and manage their sustainability better.

Two pilot studies will be conducted (Africa, Latin America) with the eventual goal to scale to all countries interested in such work. The new data gathered for these transparency efforts will not only benefit the farming communities of the target countries but will also critically inform and facilitate the work of several other ICO Technical Work Streams: the Living and Prosperous Income (LPI) group, the Resilient Landscapes group, and the Policy group to whom we will provide valuable data to advance all of their individual efforts toward greater collective impact.

3. **Responsibilities**

The Communications Specialist will conceptualize, plan and implement the internal and external communications to amplify the visibility of and learning gained during this project, for the public good. The Communications Specialist will be responsible for the following:

1. Develop a graphic design for all communications products expected for this project. These include:
 - Design of Web interface for institutions and the presentation of dashboard data
 - High-quality graphical elements that convey the results of the analytics
 - Documents e.g. PPT presentations, reports, and articles for publication
2. Craft appropriate and dynamic, evocative media content, including writing news releases, statements, op-eds, and other materials as required, for broad uptake by science-based sustainability media, and perform desk research and analysis using a variety of resources to do so when required
3. Identify media opportunities and implement placement of communications in print, broadcast, and digital, with an emphasis on non-traditional media including publications, webinars, video, audio.
4. Manage and monitor the dissemination of media releases, articles, editorials, and other communications materials.
5. Manage and oversee the development and maintenance of content on the COSA website and its social media channels. Oversee implementation of other digital marketing strategies (e-newsletter, blogs, Google Ads, etc) including the ongoing monitoring of analytics to inform decisions.
6. Work closely with the Project Team to identify and gather compelling stories and visual materials from the projects and coordinate producing these stories
7. At a minimum weekly, and at times daily, track activity and updates to project tasks and sub-tasks using COSA's project management software, ensuring that all affiliated project staff are also updating progress daily. All tasks and times to be tracked daily to ensure auditable reporting accountability.

4. Background experience and requirements:

1. **5+ years relevant work experience** in a similar role coordinating communications, with an emphasis on graphic design, with a sustainability and/or food and agriculture orientation.
2. **Demonstrable understanding** of how to facilitate creative and relevant approaches to communications needs. Helpful to have experience in agriculture or coffee data in the Latin America and Africa
3. **Flexibility in the timing of hours** worked, as the work cannot be done exclusively on a set time schedule. Must be willing to be on call and sometimes available on short notice to address project needs throughout the project period of January 2022 through July 2023

4. The position also requires **professional flexibility** to encompass the needs of different project team members and stakeholders, working toward unity of purpose.
5. **Highly organized**, able to comfortably track and frequently report on objectives, budget resources, and staff hours.
6. **Cultural sensitivity**, able to coordinate people of different educations, skill levels, and backgrounds.
7. **Fluency in English** (native or professional level) and preferably also Spanish.
8. **Excellent verbal and written communication skills** to convey information and needs accurately and clearly
9. **Experience working in a tech-forward environment** with advanced virtual technologies and observance of good network security practices

5. Period of assignment: from **March 2022 to June 2023** or until project conclusion.

6. Location: Contractor's own location. Excellent internet connectivity required. Must be available for phone and email communication regularly and overlap substantially with COSA business hours (ca. 8am-5pm) East Coast USA time zone.

7. Submission of proposal:

Applications must include the following:

1. A one-page cover letter that includes a narrative proposal of consultant's experience in communications work as it relates directly to the objectives of the consultancy.
2. CV of qualifications; should include past communications projects, and sample of design portfolio preferably sustainability or agriculture focused; examples of short, sharp copy, listing where you have been published
3. Professional References (up to 3) if you do not have a recent work history with COSA or its partners
4. Your availability (which days and times of day in ET USA equivalent)
5. Include your daily rate (USD) for this work
6. Please specify city/country of current residence. We encourage applicants from any country, especially from Latin America, Africa, and Asia

Costing and Process Requirements

1. The structure of the bid must encompass and correspond to the structure of the Item #3 "Responsibilities, Tasks, and Deliverables", must be drafted in English, and comprise no more than 1-2 pages.

2. We estimate a typical workload of about 300 hours (ca. 37 days) for a qualified professional to provide the services over the project time period. The offer must be costed on this basis and in the form of daily rates (expert-days) in USD. Additional work will be determined on the basis of performance.
3. Proposed bid must be submitted via e-mail to: "Careers@thecosa.org". Only successful proposals will be informed and invited to review the offer.
4. Deadline for submission of proposal is **March 10, 2022**

Incomplete proposals and proposals or any additional information received after the submission time and date are subject to rejection.