Editorial Assistant (Ref. No. XXXX)

Global Landscapes Forum

The Center for International Forestry Research (CIFOR) and World Agroforestry (ICRAF) envision a more equitable world where trees in all landscapes, from drylands to the humid tropics, enhance the environment and well-being for all. CIFOR and ICRAF are non-profit science institutions that build and apply evidence to today’s most pressing challenges, including energy insecurity and the climate and biodiversity crises. Over a combined total of 65 years, we have built vast knowledge on forests and trees outside of forests in agricultural landscapes (agroforestry). Using a multidisciplinary approach, we seek to improve lives and to protect and restore ecosystems. Our work focuses on innovative research, partnering for impact, and engaging with stakeholders on policies and practices to benefit people and the planet. Founded in 1993 and 1978, CIFOR and ICRAF are members of CGIAR, a global research partnership for a food secure future dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources.

CIFOR-ICRAF is looking for:

Editorial Assistant

Overview

The Global Landscapes Forum (GLF) was first launched in 2013 by CIFOR with core partners including UNEP, the World Bank, and the Government of Germany. Meaningful engagement of youth and other typically marginalized stakeholders was a cornerstone of GLF’s operation from the beginning.

Today, the GLF is the world’s largest knowledge-led platform on sustainable land use, dedicated to achieving the Sustainable Development Goals and Paris Climate Agreement.

Building on a decade of successful conferencing during which we achieved the mainstreaming of the landscape approach the GLF has evolved to five innovation areas each set up to contribute to strengthening and enabling decentralized local action towards ecosystem restoration and sustainable development. These include: 1) Creating a Digital Knowledge Commons (having reached a billion people in 185 countries); 2) Pioneering Youth Leadership (60,000, 160 countries); 3) GLF Learning Program (Landscape Academy (18,000 learners); 4) GLF Investment Case, sustainable finance, and value chains, and 5) GLFx and GLF Communities of Practice. GLFx, is our program to decentralize the Forum to create community led GLF chapters, and communities of practice, that are designed to carry out restoration and other activities (including advocacy) on the ground while creating a learning hub at the national and subnational level.

GLF is supported by its Charter Members, 33 leading sustainable development organizations who invest in and co-create activities on the GLF platform and offer opportunities for intergenerational learning and exchange.

GLF is a place where a farmer can inform action, pathways, and policies; where international organizations can learn from the private sector and vice versa; and where CEOs, community leaders, communicators and scientists can share, learn, connect, and act together.
From building the investment case for sustainable landscapes, to conserving and restoring peatlands, to supporting restoration in Africa, GLF has been at the cutting edge in hosting and facilitating all manner of discussions to accelerate positive action for people, for the environment, and for the achievement of global climate and SDGs.

**Summary of responsibilities**

The GLF operates multiple digital platforms to reach and engage with audiences around the world, including the GLF website, newsletters, YouTube, social media and ThinkLandscape media platform.

The GLF Editorial Assistant will provide writing, editing and copy-editing support to ensure the quality and stylistic consistency of the written content across these platforms, as well as implement search engine optimization (SEO) and other marketing tactics to promote their continued growth.

The ideal candidate should be a strong writer and editor with a keen eye for detail and a passion for climate and science journalism and communications. Positive energy, time management, clear and confident communication skills, and a strong desire to write are key characteristics for this position.

**Scope of the Assignment:**

- Provide copywriting and copy-editing support for GLF communications, including the GLF website, email newsletters, press releases, corporate news, YouTube channel and social media.
- Develop and implement content SEO and growth tactics to increase the visibility of GLF communications.
- Assist with the creation, scheduling, and distribution of feature articles for the ThinkLandscape media platform as needed.

**Requirements**

**Education, knowledge, and experience:**
- Bachelor’s degree, preferably in international development, natural science, communication, journalism, or related fields.
- Excellent English writing skills.
- At least one year of experience in writing and/or editing.
- Knowledge of content SEO techniques
- Experience with WordPress is an asset.
- Knowledge of trends and inspired by new opportunities, tools, and formats both globally and in the Global South.

**Personal Attributes and Competencies**
- Familiarity with the fields of sustainability, environment, restoration and/or climate
- Ability and motivation to work with a high-performing global team.

**Terms and conditions**
- This is a consultancy position.
- The period of the consultancy is 1 (one) year.
- Work location: Remote or Bogor, Indonesia or Nairobi, Kenya.

**Application process**
- The application deadline is **15 February 2024**.
- We will acknowledge all applications but will only contact short-listed candidates.
To apply, please visit our career site at:

https://www.cifor-icraf.org/about/work-with-us/

To learn more about CIFOR-ICRAF, please visit our websites at:

https://www.cifor-icraf.org

CIFOR-ICRAF promotes Gender Diversity – Applications from women professionals are encouraged.

CIFOR-ICRAF is an equal opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity.