TITLE SOCIAL MEDIA EDITOR	
Reports to	Director of Communications
Location	Monaco

MAIN INTERNAL CONTACTS	EXTERNAL MAIN CONTACTS
• Director of Communications • Social Media Manager	• LOC Media teams • IAAF Web editors • Video and Graphic designers

GENERAL OVERVIEW OF POSITION

The Social Media editor is responsible for the daily coverage on the IAAF Social Media platforms. He/she will be expected to generate exclusive content to populate and engage on all of the IAAF's social assets.

The Social Media editor is also responsible for monitoring and responding to all direct engagement via the IAAF Social Media platforms.

The Social Media editor is part of the editorial team and is expected to work at weekends in order to ensure a 7/7 coverage of the IAAF Social Platforms.

MAIN ACTIVITIES

Content Creation

- Delivery of exclusive articles and/or interviews as part of the editorial coverage established by the editorial team
- Posts, Tweets, Updates on the IAAF Social Media platforms including but not restricted to Twitter, Facebook, Instagram, Snapchat

Monitoring & Engaging

- Daily monitoring of all athletics related news and updates around the globe
- Engaging with our core audience, respond to tweets & messages, create a community
- Expand our audience by reaching out to non-core athletics fans via other sports or other interests
- Innovate & create social media actions/contests/quiz etc…

Coverage

- Flexibility to work at weekends; coverage of athletics events which often happen at weekends.
- Coverage of non-European time-zones, especially US time zone. Working hours will be adapted so that a 24/7 monitoring can be envisaged

Reporting from events

- Member of the IAAF Editorial Team who will cover IAAF World Athletics Series events, if and when required by the Social Media Manager and Director of Communications
- Reporting from Diamond League or World Tour meetings if and when required by the Social Media Manager and Director of Communications
- Athletes related projects, Special events projects, IAAF forums and awards ceremonies…

A SUCCESSFUL CANDIDATE WILL BE/HAVE
• Of Total integrity • Autonomous and responsible • Rigorous, committed and accurate • Strongly motivated and resourceful • Initiative and pro-activity

REQUIREMENTS
• Previous experience in social media required (minimum 2 years) • Journalism degree • Excellent knowledge of the sport of athletics and its rules & terminology • Team spirit • Strong organisational skills • Ability to propose creative initiatives and think outside the box • Knowledge of Photoshop & video editing • Fluent English especially in writing - other languages an asset • Capacity to adapt to local cultures and situations while maintaining high standards in IAAF operations • Flexibity to work outside traditional working hours

Please send your application to emploi@iaaf.org

Deadline to apply: 21st July 2017