



## COMMUNICATIONS ASSISTANT

FUTURE HARVEST<sup>SM</sup>

**Education:** *Bachelor's degree as a minimum*  
**Location:** *Texcoco, Mexico*  
**Job Category:** *Communications, Editing & Writing*  
**Language(s):** *Excellent English*  
**Type:** *Full time*  
**Type of contract:** *Consultant*  
**Duration:** *One year contract with option to renew*  
**Last day to apply:** *March 19, 2007*

The [Generation Challenge Programme](#) is a global network of research institutions whose goal is to alleviate hunger and poverty in developing countries through scientific research in molecular breeding and genomics.

The GCP is located at the International Maize and Wheat Improvement Center (CIMMYT), about 45 km from Mexico City.

### Description

The Communications Assistant will be responsible for a variety of day-to-day tasks in communication and administration in the Department of Communications and will report to the Communications Manager.

### Skills and Qualifications

The job requires good interpersonal skills, the ability to work in a team, and the capacity to coordinate multiple tasks. Minimum requirements are an excellent mastery of English and a Bachelors degree (preferably with a communications and/or science background), as well as proficiency in Microsoft applications. Knowledge of HTML is a plus.

The candidate must have excellent written and verbal skills, a desire and ability to work in a multicultural setting, the ability to manage and prioritize a complex workload, efficient time management, and a high level of personal energy and commitment. International travel will be required 1-2 times per year.

### Duties and Responsibilities

- Prepare and post content for the GCP web site.
- Work with web programmer to develop new site features.
- Manage contacts database.
- Respond to routine inquiries from site visitors.
- Help write, edit, and manage production of internationally-distributed documents and reports.
- Write and distribute media releases.
- Track media coverage of the GCP.
- Any other duties in support of GCP activities.

### Salary and Benefits

A monthly stipend will be provided, as well as excellent benefits including rent and health insurance.

### How to Apply

Send resume, cover letter, and one recent writing sample by email to Ms. Griselda Marquez, Executive Assistant, GCP ([g.marquez@cgiar.org](mailto:g.marquez@cgiar.org)), with "Communications Assistant" in the subject line

***The Generation Challenge Programme is an equal-opportunity employer and strives for diversity in gender and nationality among its staff.***