



ADA is a Luxembourgish non-governmental organisation that strengthens the autonomy of vulnerable people in Africa, Central America and Asia by leveraging inclusive finance to improve their living conditions. ADA focuses on supporting young entrepreneurs, strengthening agricultural and forestry value chains and giving vulnerable households access to basic services.

Working at ADA means joining a medium-sized, multicultural organisation that implements innovative programmes with a view to contributing to the Sustainable Development Goals. Our young and engaged team strives to meet the needs of vulnerable populations with a lasting impact.

ADA is currently recruiting a:

Project officer - EDITOR & CONTENT WRITER (F/M) (permanent contract)

Your main responsibilities

As part of the communication team and under the responsibility of the Head of the Communication & Public Relations Unit, you will:

- contribute to the promotion of the results of ADA's activities in English and French
- produce high-quality content in English and French (articles, report, snapshots, newsletters, brochures, press releases, etc.)
- update website content
- craft ADA's monthly newsletter
- coordinate with external agencies to develop illustrated content (infographics, data visualization, etc.)
- travel to the field to document ADA programmes (text, video & photo content)

Your profile

- Bachelor's degree (Journalism, Communications)
- Minimum of 7 years of work experience
- Excellent copywriting, editing and proofreading skills in English and French
- Fluent in English and French
- Clear and concise writing, and able to publish it in its best form
- Able to adopt a tone and style that fits with an expert audience
- Seek to personalise the content according to the target audience
- Comfortable working in a team to develop, refine and research innovative ways to communicate
- Able to set results-oriented objectives in line with the communication plan
- Ability to work with other departments within ADA
- Ability to document ADA activities following field visits

Please note that this is a permanent contract based in Luxembourg City with occasional foreign travel.

If you are interested in this role and would like to join ADA, please apply by following this link by 27 October 2023 : [Editor & Content Writer](#)