



## JOB POSTING

**Position Title:** Strategic Communications Lead  
**Position Type:** Full time  
**Location:** Remote  
**Language profile:** **Fluency in English and Spanish is essential.** French and Portuguese are considered assets.

### POSITION SUMMARY

ParlAmericas is the institution that promotes parliamentary diplomacy within the inter-American system. We work with legislatures across the Americas and the Caribbean to advance democratic principles, gender equality, climate action, economic development, security, and open-parliament initiatives. As the communications lead, this position plays a pivotal role in amplifying these efforts and engaging stakeholders across the region.

This is an exciting opportunity for an experienced strategic communications professional to contribute to hemispheric dialogue and cooperation. In this role, you will craft compelling speeches and communications for high-level diplomatic and multilateral engagements and leverage innovative digital tools to expand the reach of ParlAmericas' initiatives.

Through creative storytelling, strategic outreach, and strong editorial judgment, you will help broaden awareness of ParlAmericas' mission to promote parliamentary diplomacy and deepen the engagement of parliaments on pressing regional issues. Your work will enhance the organization's profile among key stakeholders and external audiences, supporting efforts to build more transparent, inclusive, and resilient democratic institutions across the hemisphere.

### KEY RESPONSIBILITIES

#### Content Development & Messaging

- Draft high-quality speeches, op-eds, press releases, talking points, and briefing materials for diplomatic and multilateral engagements.
- Produce engaging written and multimedia content for newsletters, reports, social media, and institutional communications.
- Proofread and copy edit ParlAmericas' knowledge-resource materials (publications, primers, toolkits) for parliamentarians and parliamentary staff.
- Ensure all messaging is accurate, strategic, and aligned with ParlAmericas' mission, values, and priorities across the Americas and the Caribbean.
- Maintain a consistent narrative that elevates parliamentary diplomacy and showcases ParlAmericas' work.



### **Digital Strategy & Engagement**

- Lead ParlAmericas' social media strategy and oversee day-to-day content creation, publishing, and engagement.
- Develop and manage digital campaigns that amplify key initiatives and hemispheric dialogues.
- Create or oversee the production of multimedia content (graphics, videos, infographics) to broaden digital reach.
- Track analytics, evaluate performance, and adapt strategies to maximize visibility, engagement, and impact.

### **Stakeholder Engagement**

- Support communications for parliamentary delegations, international forums, missions, and high-level meetings.
- Collaborate closely with thematic program leads to ensure consistent branding and messaging across all outputs.
- Contribute to strategic outreach to parliamentarians, civil society partners, regional organizations, and international institutions.
- Represent the communications function in planning processes to ensure communications considerations are integrated from the outset.

### **Crisis & Issues Management**

- Prepare rapid-response communications and talking points for emerging issues or sensitive developments.
- Advise leadership on reputational considerations, risk mitigation, and proactive positioning.
- Ensure accuracy and consistency in all statements issued during time-sensitive or high-profile situations.

### **ESSENTIAL QUALIFICATIONS**

- Bachelor's degree in communications, journalism, public relations, political science, international affairs, or a related field.
- Minimum 5–7 years of experience in strategic communications, media relations, or public affairs, preferably in an international, governmental, parliamentary, or non-profit setting.
- Demonstrated experience drafting high-quality speeches, press materials, and strategic messaging for senior leadership or high-level diplomatic engagements.
- Strong proficiency in digital communications, including social media management, multimedia content creation, and analytics tools.
- Excellent writing, editing, and storytelling skills, with the ability to translate complex policy issues into clear, compelling content for diverse audiences.
- Professional fluency in **English and Spanish** is required; professional proficiency in Portuguese or French is highly desirable given ParlAmericas' hemispheric mandate.



## KEY COMPETENCIES

- Ability to craft messages that are diplomatic, non-partisan, and aligned with international parliamentary cooperation.
- Sound judgment in navigating politically sensitive issues and advising leadership on communications strategy.
- Strong interpersonal skills and the ability to liaise effectively with parliamentarians, journalists, international organizations, and civil society partners across the Americas and the Caribbean.
- Ability to manage multiple priorities and deadlines in a fast-paced, multilateral environment.
- Strong organizational skills to coordinate communications for hemispheric meetings, delegations, and regional initiatives.
- Understanding of the political, cultural, and linguistic diversity of the Americas and the Caribbean.
- Commitment to promoting gender equality, democratic governance, and inclusive engagement across the hemisphere.

ParlAmericas is a small, dynamic, remote work environment, requiring good communication and close collaboration amongst all ParlAmericas personnel. Program delivery will require some irregular work hours.

## HOW TO APPLY

Please complete and submit your resume, cover letter and writing samples through the following submission link:

<https://docs.google.com/forms/d/e/1FAIpQLSeZfC4HEmdyHAJ3oR2uGsoH6HojoZzYi1mTWx1Zh2xrFVWbrg/viewform?usp=header>

*Ensure that at least one of either your cover letter or writing samples demonstrates you meet the language requirements for this position (**English/Spanish Professional Fluency**)*

- Résumé/CV (2–3 pages max)
- Cover letter (1 page) highlighting your relevant experience and why you're a strong fit for ParlAmericas
- Two short writing samples (e.g., op-ed, press release, speech excerpt, or web copy; ≤ 800 words each)
- (Optional) Links to digital or multimedia work (e.g., social posts, graphics, videos, campaigns)

**Application deadline:** March 9, 2026. Applications will be reviewed on a rolling basis; early applications are encouraged.

## Process & timelines:

- Shortlisted candidates will be invited to a brief virtual interview.
- A practical communications exercise (short writing or editing task) may be requested.
- Two professional references will be contacted prior to any offer.

ParlAmericas is an equal opportunity employer. We value diverse perspectives and lived



experiences. If you require an accommodation at any stage of the process, please contact **[recruitment@parlamericas.org](mailto:recruitment@parlamericas.org)**—all requests are confidential.