

Terms of Reference

YOUTH
CLIMATE
COUNCIL
ALLIANCE

Position: Communications Coordinator
Duration: 1 year (renewable)
Location: Remote
Reports to: YCCGA Global Coordinator
Start Date: March, 2026

About Us

The Youth Climate Council Global Alliance (YCCGA) is a network of youth advisory bodies around the world that work with public offices and youth climate movements to establish institutionalized mechanisms for youth participation in local climate policy-making. Our activities are centered around replicating institutionalized Youth Climate Councils, fostering engagements and collaboration within Youth Climate Councils, and executing cross-regional policy advocacy and engagement. The YCCGA, beyond its influence and impact on the international level, also seeks to facilitate cross-regional collaboration and policy advocacy initiatives, building a collective effort to address global climate challenges and promote youth-led solutions at the regional level. Introducing the role of regional coordinators significantly impacts the inclusivity of the YCCGA, as members of respective YCCs are able to interact with the YCCGA coordination team in their mother tongues.

Learn more about our work and impact at youthclimatecouncil.com and follow us on social media @YCCGAlliance.

Background

We are seeking a Communications Coordinator who will provide essential day-to-day support to the YCCGA team. This role focuses on implementing and maintaining YCCGA's communications strategy, managing digital platforms, producing engaging content, and ensuring consistent messaging across all channels. The Officer will also support network-wide communications, assist with events and stakeholder engagement, and contribute to tools and resources that strengthen the capacity of youth climate councils to share their work and influence climate policy globally.

Objectives

The main objectives of this position are to:

1. Develop and implement a comprehensive communications plan aligned YCCGA's 2026 objectives.
2. Coordinate YCCGA's communication pillars, including highlighting the successes of the YCCs and communicating policy processes to the public in a youth-friendly tone.
3. Enhance YCCGA's brand visibility and reputation by 75% across YCCGA's website and social media.
4. Support national YCCs in strategically communicating impact stories.
5. Facilitate advocacy and policy engagement through strategic communications.
6. Increase reach, public visibility, and online engagement by 80%.

Key Responsibilities

1. Strategic Communications Management

- Develop and execute YCCGA's annual communications strategy and plan
- Create and maintain brand guidelines and ensure consistent messaging across all platforms
- Coordinate YCCGA's communication pillars, including highlighting the successes of the YCCs and communicating policy processes to the public in a youth-friendly tone.
- Coordinate communications for major events, conferences, and policy engagements

2. Digital Communications and Social Media

- Manage and optimize all YCCGA digital platforms (website content, social media, newsletters)
- Lead in the creation of compelling content, including articles, videos, infographics, and podcasts
- Develop and implement social media strategies to grow engagement and follower base.
- Monitor and analyze digital metrics and provide regular performance reports
- Manage online community engagement and inquiry responses across platforms

3. Content Development and Storytelling

- Develop and maintain knowledge materials.
- Facilitate the writing and editing of high-quality content for various audiences and platforms.
- Develop compelling narratives and impact stories about YCCGA's impact and member achievements.
- Coordinate content calendar and ensure regular, engaging content publications.
- Coordinate with YCC network members to publicize local stories of individual YCCs on YCCGA platforms.

4. Network Communications Support

- Facilitate communication and knowledge sharing among YCCGA network members
- Support local youth climate councils with communications capacity building.
- Develop communications resources, templates, and toolkits for the YCC network members.
- Coordinate joint communications campaigns across the YCC network.
- Support in organizing virtual network meetings and webinars.

5. Partnership and Stakeholder Engagement

- Coordinate communications for partnership announcements and collaborative initiatives
- Work closely with the global coordinator in engaging strategic partners supporting YCCGA's communication.
- Develop communications for donor engagement and reporting
- Develop branded annual reports for partner and external stakeholders' perusal

6. Event Communications

- Lead communications planning for YCCGA events, conferences, and campaigns
- Coordinate live coverage of event participation across social media and digital platforms
- Develop event-specific content and promotional materials
- Manage post-event reporting and impact documentation

Skills & Competencies

- Excellent written and verbal communication skills in English (additional UN languages required)
- Strong storytelling and content creation abilities
- Proficiency in digital marketing tools and analytics platforms
- Experience with graphic design software (Adobe Creative Suite, Canva, etc.)

- Video editing and multimedia production skills preferred
- Experience in digital advocacy campaign initiatives.
- Cultural sensitivity and the ability to work across diverse global contexts
- Experience in the international development or NGO sector
- Understanding of UN climate processes and policy frameworks
- Previous experience in working remotely in global teams
- Self-motivated with the ability to work independently
- Collaborative team player with network-oriented thinking

Required Qualifications

- Bachelor's degree in Communications, Journalism, Public Relations, Marketing, or related field; a Master's degree is preferred but not mandatory with relevant experience
- Minimum of 3 years of professional communications experience, especially in communicating impact to partners and other relevant stakeholders
- Proven experience in digital marketing, social media management, and visual content creation, with strong proficiency in Canva and other relevant graphic design tools.
- Experience working with international organizations or networks is preferred
- Background or demonstrated experience in environmental, climate, or youth development sectors is an advantage.
- Creative, innovative, and solution-oriented, with strong interpersonal skills and the ability to build and sustain strategic relationships.
- Highly adaptable and able to work effectively in a fast-paced, evolving environment.
- Strong passion for climate action and youth empowerment.

Terms & Conditions

- Contract duration: 1 year (renewable)
- Working hours: 40 hours per week
- Working language: English (French is an asset)
- Salary: between **USD400 to USD500** based on experience.

How to Apply

- Prepare your application package consisting of a one-page cover letter stating your interest in the role and highlighting your achievements relevant to the role, as well as a recent CV - all merged into one PDF.
- Ensure that your application package is accessible and not more than 5MB in size.
- Access the application form at: bit.ly/YCCGACommsCoordinatorApplication or scan the QR Code:

Be sure to complete the form fully with your accurate information before submitting it.



Equal Opportunity and Employment Policy

YCCGAs' hiring policy is geared to ensure that the organization hires employees without regard to their race, color, religion, tribe, citizenship, gender, marital status, socio-economic background, or sexual orientation. YCCGA's policy is that applicants for employment and career progression are considered solely based on their relevant qualifications and competencies, and are between the ages of **20 and 35 years**.

Please note that applications received after the deadline cannot be considered. YCCGA will only contact applicants shortlisted for this position. Shortlisted candidates will be contacted in January. However, we would recommend regularly checking our website or social media channels for opportunities we continually make available.

DEADLINE: FEBRUARY 13, 2026.