



# Vacancy Mundo de Talentos

## PR and Communications Expert

**Mundo de Talentos is looking for a PR and Communications Expert** for the project in San Cristóbal de Las Casas, Chiapas and the city of Oaxaca, preferably based in Oaxaca. The PR and Communications Expert is responsible for developing and implementing the organization's public relations and communication policy and for advising management and other employees regarding PR and internal and external communication. **Availability from November 1, 2023!**

*Mundo de Talentos offers vocational guidance with students from 10 to 13 years old from public schools, through a two-year program. Volunteer guest teachers share their work experiences and invite students to learn in a participatory way about potential career opportunities. The program covers thematic modules that include architecture, arts, entrepreneurship, journalism and medicine, among others. Sessions are held on Saturdays from 10am to 2pm. The first headquarters of Mundo de Talentos is located in San Cristóbal de Las Casas, Chiapas, and the second in the city of Oaxaca.*

We are looking for an experienced colleague who supports the mission and vision of Mundo de Talentos and promotes it to an (inter)national audience in an engaging and creative way. Someone with a proactive work attitude who likes to set up projects from scratch and takes his colleagues and network along with it.

We are looking for someone with knowledge of the media landscape, someone who actively seeks publicity, is aware of the latest trends in digital and social media and knows how to reach the right target groups.


### Tasks and responsibilities

#### The PR and Communications Expert:

- Is aware of the relevant trends and developments in communication and public relations, follows these developments and advises management on the policy to follow.
- Develops the PR and communication policy in close coordination with the management.
- Evaluates the implemented policy and makes proposals for improvement.
- Advises employees regarding the improvement of the implementation of PR activities and internal and external communication through all possible (digital) channels.
- Establishes the PR and communication policy and translates this proposed plan into an action plan (including the budget if necessary).

#### Mundo de Talentos A.C.

Guadalupe Victoria 13, int. 10 San Cristóbal de Las Casas, 29200 Chiapas, México

 Mundo de Talentos Chiapas

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- Develops and implements communication and PR activities and ensures compliance within the team and organization.
- Is co-responsible for generating elements of journalistic interest for online communication through the website and social networks, as well as free publicity through other media.
- Is co-responsible for writing and editing the annual report, final editing of the website and other online communications, contact with the media and writing press releases.
- Designs and supervises the corporate identity of the organization.

## Requirements

- Completed academic education in communication or a demonstrably comparable level of work and thinking.
- Demonstrable knowledge and experience with the strategic use of communication and leading communication projects from strategy to implementation.
- Demonstrable experience in advising and implementing communication and PR policies within an organization.
- Experience in maintaining contacts with the media; knowledge of the media landscape.
- Strong oral and written expression skills in Spanish. Knowledge of oral and written English will be valued.
- Independent and flexible work attitude.
- Knowledge of wordpress, adobe photoshop/illustrator, canva, mailchimp.


**The position is for 12 hours per week.** Preferably based in the city of Oaxaca. Working from the office and from home is possible.

**Gross salary for this position is \$6,364 -- per month.**

**Interested persons please send a letter of motivation (maximum one page) and curriculum vitae addressed to the general director Laura Baas: [info@mundodetalentos.mx](mailto:info@mundodetalentos.mx), before September 29, 2023. The selected candidates will be invited to an interview in the city of Oaxaca (or in San Cristóbal de Las Casas) during the second week of October.**

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