

Job Description - Communications Associate

About the role

auctusESG is seeking a Communications Associate to lead the promotion and visibility of its climate and ESG-related work. This is a hands-on role for an early-career communications professional who can translate technical climate, finance, and policy content into compelling digital storytelling, and who is comfortable working independently across multiple platforms and deadlines.

Scope of work

- Translate technical climate, finance, and policy content into clear, engaging stories accessible to a broader audience
- Develop creative content for climate-focused posts and campaigns, including copywriting, image selection, graphic design, and short-form videos, stories, and other social content
- Promote auctusESG's climate and ESG work including events, publications, articles, blogs, podcasts, and media mentions across social media platforms
- Craft strategic messaging to engage external stakeholders to support market development
- Lead internal communication to broaden and deepen expertise through knowledge or insights (beyond just news) oriented content
- Conduct algorithm research and social media metrics analysis to understand auctusESG's audience and maximise visibility for its climate and ESG work
- Maintain and update auctusESG's social media calendar to track upcoming climate-related events, publications, and campaigns
- Track social media analytics and engagement metrics to inform and refine content strategy
- Monitor climate and ESG news and policy developments to identify timely content opportunities
- Identify and engage key climate and ESG stakeholders and influencers to follow and amplify
- Upload climate events, webinar, and interview videos to YouTube

Eligibility

Education and experience

- Postgraduate degree in Mass Communications, Public Relations, or Marketing with at least 2-3 years of relevant post-qualification experience; or
- Graduate degree in a related field with 3-5 years of relevant experience
- Minimum 2 years' experience in climate communications and digital media

Skills and tools

- Proven ability to create original content (copy and visuals) based on an organisation's existing work, using Canva or similar tools
- Strong working knowledge of LinkedIn, Instagram, X, and Threads

- Experience managing an editorial/content calendar and coordinating inputs from multiple internal stakeholders, ensuring deliverables are executed on time and stakeholders stay informed
- Comfort working with social media analytics tools to track performance and inform content decisions

Other requirements

- Excellent attention to detail, organisational, and project management skills and able to work independently under tight deadlines
- Excellent written and spoken English, with impeccable grammar
- Strong interest in and prior experience with climate, finance, environment, and/or policy content strongly preferred

To apply please send your resume to: HRM@auctusesg.com