



Vice President – Director of Communications

General information

Sine Qua Non is a think tank advocating for a coherent European foreign policy in the Middle East and North Africa (MENA) region. Founded in Paris in 2018 by researchers and young professionals, it draws from backgrounds and experiences from all over the European continent, the MENA region and beyond.

Sine Qua Non's research stands in the line between academic research and policy proposals for European decision makers. Sine Qua Non's main publications are policy briefs, analysis reports and specific case-driven projects. Its first such project deals with rethinking European foreign policy in Israel and the occupied Palestinian territory (oPt). Currently, the research unit dedicated to this project counts on more than 17 researchers from different academic background. In the meantime, Sine Qua Non has published three analysis reports, one policy brief, seven op-eds and six podcasts, and keeps developing its growing network of researchers.

In 2021 Sine Qua Non plans to launch other geographic and thematic projects, as well as many others that will be disclosed throughout the year. Sine Qua Non is a think tank on the rise with aspirations to become further professionalized and to keep on building partnerships with actors from multiple sectors.

Description of the position

Sine Qua Non is looking for a Director of Communications.

Responsibilities will include:

- Creating a communication strategy for the think-tank and its various projects
 - The successful candidate will have to manage the current Sine Qua Non network of media and institutional partners, and expand said network by finding new avenues of collaborations (joint events and research projects, institutional links and visits...)
 - In close collaboration with the Research Committee and the relevant researchers, they will be in charge of the outreach process for each publication and research project on all relevant platforms



- Managing and developing Sine Qua Non's digital outreach, in accordance with the think-tank's communication strategy
 - On social media (Facebook, Twitter & LinkedIn),
 - On Sine Qua Non's website, including updating it with incoming content,
 - Through newsletters, press releases and other digital formats, including the podcast series currently published by SQN,
 - While also tracking engagement across platforms and making data-driven decisions,
 - And overseeing the editing and publishing process of Sine Qua Non's publications, in close collaboration with the Research Committee.
- Ensuring smooth internal communication through Slack, Dropbox, Zoom and Aruba's webmail service.
- Helping create and following through a yearly communications budget.
- Reporting all of the Communications activities to the Bureau and to Sine Qua Non's members on a regular basis.

The Director of Communications will manage an already-established team of three individuals: a graphic designer, a webmaster and a communications officer. They will also take over an already established communications operation with presence on Facebook, Twitter and LinkedIn (list of social media platforms can be expanded by the successful candidate) and a newsletter list with over 100 subscribers.

As a **Vice President** of Sine Qua Non, the successful candidate should be able to work independently but in close cooperation with the President and the other Vice President (Research Coordinator), since they will also be a part of the governing Bureau. The Bureau is responsible for the daily operations of Sine Qua Non, and the Director of Communications will be specifically tasked with ensuring coordination between their team and the President through regular meetings.

The position requires on average **10 hours of work per week**.

Sine Qua Non is looking for a highly motivated young professional, willing to join a committed and diverse working environment. Rigorousness, ability to think critically and respect for deadlines are paramount requirements for this position. The successful candidate will take over a division which will see its importance grow exponentially, so creativity and entrepreneurship are vehemently sought after. Sine Qua Non aims for its communication department to propose accompanying digital content to its projects and come up with creative content ideas.



Requirements include:

- A degree in communications, international relations, political science or a related field
- Proven interest in European foreign policy and in the MENA region
- Previous experience in communications
- Awareness of and proficiency with communication technologies, social media platforms (Facebook, Twitter, LinkedIn) and WordPress
- Fluency in English and French. Arabic and/or other regional languages are a plus
- HTML coding, and digital graphics production (especially Adobe Creative Cloud tools) is a plus
- Proven interest and/or experience in think-tanks, NGOs and/or consultancy activities is a plus

What do you get by joining Sine Qua Non?

The successful candidate will be part of a stimulating organization with vast potential. As Sine Qua Non ventures out to new horizons, it will offer many important professional experiences along the way to all its members. The successful candidate will contribute to Sine Qua Non's annual strategy and, as a Vice President, will play an important role in Sine Qua Non's professionalization process. Furthermore, they will gain access to, and be part of, SQN's growing network of researchers and academics, think tanks, media, as well as private and public decision makers.

Like every position at Sine Qua Non, this position is **unpaid at the moment**. We dedicate any funding we get to our research efforts, as we believe that the academic integrity and visibility of our work should come above all else.

Practical details and logistics

Even though the position can be executed remotely, it is preferred that the successful candidate be based in Paris as the remainder of the Bureau is located there. However, in order to keep reporting their progress, the successful candidate must be reachable via internet.

The deadline for applications is **March 21, 2021**. Your application should include your current CV and a one-page cover letter.

For further information on SQN: www.sinequanon-eu.com

For further information on the offer, questions or application, please contact:

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Sine Qua Non is committed to creating an inclusive and diverse working environment. All applications will be taken into consideration equally.