



**JOB OFFER – RECLAIM FINANCE**  
**6 month fixed-term contract - Paris**  
**80% Part time position or full-time position (depending on the profile)**

We are looking for someone dynamic, passionate, and experienced, who wants to help accelerate the decarbonization of finance. Within the communications team, the Webmaster will be responsible for the management, animation, and development of the association's website. He/she will work closely with the communication team, under the supervision of the Communication Manager and the Executive Director, and in coordination with the entire Reclaim Finance team, including campaign managers and analysts.

**Our organization**

We are the first French organization 100% dedicated to issues linking finance and climate and social justice. Launched in 2020, Reclaim Finance has already established itself as a reference on the subjects of finance and climate.

Affiliated with Friends of the Earth France, we want to put the financial system at the service of sustainable societies. In the context of climate emergency and biodiversity loss, one of our priorities is to contribute to the acceleration of the decarbonization of financial flows. Our method for achieving this: snatching victories one at a time.

We sound the alarm on the impacts of certain financial actors, denounce the most harmful practices and put pressure on the actors until they put an end to them. But pragmatically, we know how to build alliances and put our expertise at the service of public authorities and financial actors willing to transform existing practices to align with ecological imperatives.

**Main responsibilities:**

1. Daily management of the NGO's website
  - Ensure the online publication/continuity of information on the website, in coordination with the analyst and campaign teams.  
Manage the organization of content in accordance with the needs and priorities of the NGO
  - Ensure the visual and editorial consistency of the website
  - Technical management of the site: ensure the proper functioning of the site, implement corrective measures, if necessary, identify the needs for technical developments

## 2. SEO

- Optimization of portals for search engines (SEO), choice and input of metadata, improvement of navigability
- Development of partnerships for better visibility

## 3. Statistics

- Regular monitoring and reporting of the website's statistical performance
- Advice to the team to improve performance
- Setting up and monitoring performance indicators

4. Take part in a review of the development of the website and in the launch of any additional websites/pages (online tools published by the NGO)

5. Monitoring: monitoring "new trends" in information layout and technical developments of other websites on similar themes

6. Other tasks could be added depending on the profile recruited, especially around the development of the association's graphic profile

## Profile

With a Bachelor-level degree (at least three years, in computer science, multimedia, digital marketing, etc.), you preferably have at least 2 years of professional experience in a similar position and have demonstrated your ability to manage a website. You are experienced in the administration of a CMS (Drupal, Wordpress etc.) and have good HTML/CSS skills, on SharePoint (Microsoft MOSS/WCM) and on web creation technologies (Paint, Flash, Photoshop, Frontpage etc.).

You are fluent in English and French (written and spoken).

You are creative and rigorous, possess strong writing and interpersonal skills and enjoy working in a team.

You are committed to the fight for climate justice and have knowledge of the biggest environmental and climate issues.

## Terms and conditions of employment

- Position to be filled immediately; 6-month fixed-term contract, possibility of renewal / conversion to a permanent contract.
- Possible part-time (0.8 FTE) or full-time position, depending on profile.
- Position ideally based in Paris 20th with possibility of homeworking 2 to 3 days per week.
- Standard weekday office hours, with occasional need for flexibility (working irregular hours).
- Coverage: 50% transportation card, 50% health insurance and 50% meal tickets.
- Remuneration: 28-38K€ gross per year, to be discussed (depending on experience, according to an internal salary scale).

Please send CV and cover letter by email to [recrutement@reclaimfinance.org](mailto:recrutement@reclaimfinance.org) before September 15, 2021, indicating in the title of the message "Webmaster". The NGO reserves the right to close the recruitment process before this date.