



Communication Assistant & Social Media Manager

Organisation: SIGA LATIN AMERICA

Title: Junior

Contract: Service Provider

Location: Hybrid (São Paulo, Brazil)

Service Fee: Commensurate with experience (please, send your expected monthly fee)

Deadline for submitting applications: 21 February 2025

Job Description:

SIGA LATIN AMERICA, continental branch of [The Sport Integrity Global Alliance \(SIGA\)](#) - the world's largest independent, neutral, non-for-profit global coalition in the fields of Sports Governance and Integrity - is seeking a Communication Assistant & Social Media Manager to join our team, and provide service for SIGA LATIN AMERICA and SIGA Global structures.

We are looking for a creative #SocialMedia professional who is passionate about communication and marketing to support the management of SIGA and SIGA LATIN AMERICA's digital presence. The professional will be responsible for engaging our audience on social media — comprised of high-level representatives from various sectors of sport — while increasing our visibility and reach, expanding SIGA's social media presence. The professional will also create campaigns and promote content that strengthens our reform agenda, engaging with SIGA's growing membership base and the wider sports industry.

Key responsibilities:

- Plan and execute engaging content strategies for SIGA's social media accounts including SIGAWomen to increase social media presence and market SIGA's Sport Integrity initiatives and thought leadership events
- Produce creative and high-quality content (text, image, video) for our Social Media aligned with our reform agenda
- Participate in the creation of promotional and marketing campaigns regarding SIGA activities and news
- Develop relationships with relevant industry journalists and influencers
- Support all SIGA departments on comms/other needs (Press Releases, Interviews with members and committed supporters, relationship with media)
- Support to cover events and writing reports for SIGA Website / SIGA Newsletters
- Support the organisation of SIGA Events

Requirements:

- Certification in Advertising, Marketing, Communications, or related fields
- Over 2 years experience as comms agency



- Ability to write creative and engaging content aligned with SIGA's goals
- Up-to-date with digital trends
- Availability to participate in SIGA's events in Brazil and wider Latin America
- Experience in dealing with media requests and relationships
- Enthusiastic and proactive
- Proficiency in written and spoken English
- Intermediate level both in written and spoken in Spanish
- Willing to learn, and to bring new ideas to the organisation
- Team player
- Skilled computer user; with excellent knowledge of office-related software
- Strong interpersonal and communication skills
- Ability to work well in a team environment and collaborate with other departments
- Excellent communication skills and attention to detail
- Sport Integrity supporter

Nice to have :

- Video editing experience
- Podcast production

Application process:

If you are interested in joining our global network, partnering with SIGA, and adding meaningful experience to your personal and professional development, e-mail to: comms@sigasport.com, including your resume and covering letter.

Only applications submitted in English will be considered.

Equal Opportunity Employer:

SIGA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other characteristic.

SIGA makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Even if you don't check every box, we'd still love to hear from you.

ABOUT SIGA

SIGA is the world's largest coalition in the field of sport's governance and integrity. Supported by more than 100 international multi-industry supporters, SIGA is an independent and neutral organisation whose mission is to bring about meaningful reforms and enhance the integrity of all sports through a set of universal standards operated by an independent and neutral body. SIGA is the only organisation to bring



together sport, governments, academia, international organisations, sponsors, business, rights holders, NGOs and professional services companies, from every region in the world, around a common cause of fostering greater integrity throughout sport.

For more information on SIGA, including its vision, mission and reform agenda, please refer to the website: www.siga-sport.com.

To contact SIGA, please email: comms@siga-sport.com.

@SIGAlliance – Twitter, Instagram, LinkedIn