

# Digital Communications Freelancer (Full Time, 6-Week Contract)

**Contract Dates:** 20 October – 28 November 2025 (with potential extension)

**Location:** Fully remote (global applicants welcome)

**Reports to:** Head of Communications

**Day Rate:** \$250/day

## About Us

World Green Building Council (WorldGBC) is a global action network accelerating sustainability in the built environment.

## Role Purpose

We are looking for a mid-level digital communications freelancer to join our team full-time for six weeks, supporting delivery of our COP digital plan and other digital ad-hoc project work. This role is ideal for a proactive communicator with excellent written British English, a flair for social media, and the ability to coordinate digital content across a busy global organisation.

## Key Responsibilities

- Implement and deliver WorldGBC's COP digital communications plan.
- Write, edit, and schedule social media posts across LinkedIn, Instagram, Facebook, and other channels.
- Update and maintain our WordPress website.
- Coordinate with staff to source and develop digital content.
- Schedule posts using Hootsuite or similar tools.
- Monitor and report on digital performance and engagement metrics.
- Ensure consistent tone, style, and messaging across platforms.
- Liaise with external web developer on updates to COP microsite and provide support for webinar delivery.

## Skills & Experience

- Proven experience managing social media for campaigns.
- Strong copywriting skills and excellent written British English.
- Experience using WordPress, Hootsuite (or similar scheduling platforms), and major social media channels.

- Ability to work autonomously and to tight deadlines.
- Strong organisational skills and attention to detail.

## Contract Details

This is a freelance/contractor position for a fixed term of six weeks (20 Oct – 28 Nov 2025), with the possibility of extension. We expect commitment for the full contract term, with a two-week notice period for termination on either side.

## How to Apply

Please apply via our Careers Page (<https://www.worldgbc.org/careers>)