

Marketing and Communications Coordinator

Contract: Fixed term one year (with potential extension)

Location: Fully remote (with opportunities to work in London office)

Reports to: Head of Marketing & Communications

Salary: £30,000 – £35,000 per annum

Start Date: January 2026

About Us

World Green Building Council (WorldGBC) is a global action network accelerating sustainability in the built environment. Through our network of Green Building Councils and partners in over 85 countries, we drive the transformation of the building and construction sector towards net zero carbon, healthy, equitable, and resilient built environments.

Role Purpose

We're looking for a talented Marketing and Communications Coordinator with around a minimum of three years' experience in digital communications to help us grow our online presence and deliver creative, impactful campaigns.

This role focuses on developing and implementing digital communications that enhance WorldGBC's visibility, strengthen engagement with our global community, and promote our mission. You'll work closely with the Head of Marketing & Communications, Creative Content Lead, and Marketing & Communications Manager to ensure our digital channels deliver high-quality, consistent, and data-driven content.

Key Responsibilities

- Support delivery of WorldGBC's digital communications strategy.
- Lead on the implementation and coordination of WorldGBC's weekly digital content calendar.
- Create, edit, and publish engaging content for social media, newsletters, and the website.
- Manage and maintain the WorldGBC website, ensuring information is accurate, accessible, and SEO-optimised.
- Plan and schedule posts using Hootsuite or similar tools.
- Monitor analytics and prepare performance reports to guide future strategy.
- Coordinate digital elements of major campaigns and events.
- Ensure brand consistency, accessibility, and tone of voice across all platforms.
- Collaborate with internal teams and external partners to source and develop content.

Skills & Experience

- At least three years of relevant digital communications experience, ideally within sustainability, climate, or purpose-driven sectors.
- Strong writing and editing skills in British English, with the ability to write engaging digital content.
- Enthusiastic, adaptable, with a track record of performing well under pressure.
- Hands-on experience using LinkedIn, Facebook, Instagram, WordPress and Hootsuite. Skilled in optimising content for different channels and audiences.
- A good understanding of SEO and content performance analytics.
- Excellent organisational skills and the ability to manage multiple projects at once.
- A proactive, creative approach and impeccable attention to detail.
- We're open to strong candidates with slightly less experience if they can demonstrate exceptional initiative and alignment with our mission.

Why Join Us

At WorldGBC, you'll be part of a mission-driven, collaborative global team working to make a real difference. We offer a supportive and flexible working environment, professional development opportunities, and the chance to contribute to projects with global impact.

How to Apply

Please apply via our [Digital Communications Coordinator – Application Form \(WorldGBC\) – Fill in form](#)