



Communications Officer

Brasília

ABOUT PURE EARTH

Pure Earth is a growing international nonprofit addressing one of the most urgent yet solvable global health crises, toxic pollution and its profound impacts on human health. We specialize in preventing lead and mercury exposure, deploying innovative, evidence-based solutions in low- and middle-income countries worldwide. Our initiatives not only protect vulnerable children and communities today but also build sustainable systems to ensure lasting change for future generations.

Recognized globally for our impactful programs and leadership on these issues, Pure Earth enjoys strong partnerships with governments, renowned philanthropies, and leading international development institutions. Our credibility is underscored by top ratings from nonprofit evaluators such as Charity Navigator and Candid/GuideStar.

With new multi-year funding, Pure Earth is scaling up proven interventions, establishing new country offices, and broadening cross-sector collaborations. At Pure Earth, you will be part of an agile, passionate team that swiftly translates science and innovation into meaningful action. Your contributions will yield measurable outcomes, transforming lives around the globe.

POSITION SUMMARY

The Communications Officer will report to the Country Director and collaborate closely with the Global HQ Communications team for executing Pure Earth's strategic vision across Brazil and the surrounding region. This role leads to the delivery of high-impact digital content and audience development initiatives, driving web traffic and managing media coverage by translating program milestones into compelling human stories and professional visuals. By bridging local field impact with global brand objectives, the Officer ensures that regional content effectively supports and amplifies Pure Earth's global communication efforts.

JOB RESPONSIBILITIES

Communications Strategy and Content Development

- Work with the Country Director to implement digital communications for Brazil that align with Pure Earth's global strategy.
- Draft newsletters, speeches, and annual reports, and author blog posts on program milestones for the global HQ website.
- Lead end-to-end production of short-form video content for Instagram, LinkedIn, and internal use, including filming and professional editing with motion graphics.
- Maintain an organized library of photography and video projects and keep Brazil-specific webpages updated with current activities and resources.

- Build and manage regional mailing lists and produce a high-impact quarterly country newsletter.
- Act as the primary point of contact for media, maintain a press database, pitch stories to journalists, and cultivate influencer relationships to expand reach.
- Track performance metrics (reach, engagement, traffic) and report actionable insights to iterate on digital strategy based on data.

Organizational Coordination and Event Logistics

- Collaborate with program teams and the Country Director to source, frame, and co-publish content according to partnership and brand guidelines.
- Manage internal channels (Microsoft Teams/Intranet) for the Brazil team to ensure employees remain aligned with organizational goals.
- Identify and test new platforms and innovative channels to share research, success stories, and key organizational messages.
- Lead the logistical planning and execution of internal and external events, such as Town Halls, press conferences, and community workshops.
- Oversee the technical setup for webinars and virtual meetings (Teams/Zoom) to ensure seamless audio-visual delivery.
- Manage itinerary planning and scheduling for guest speakers, executives, or media representatives attending company-hosted events.

QUALIFICATION

- Bachelor's degree in Communications, Marketing, Public Relations, or related field.
- 3+ years of professional experience in digital/social communications; nonprofit or environmental experience preferred.
- Exceptional proofreading and editing skills with the ability to simplify complex information.
- Proficient with social analytics tools and content management systems; basic web publishing knowledge.
- Strong interpersonal skills, creative, detail-oriented; able to manage multiple deadlines in a fast-paced environment.
- Experience with Canva or Adobe Creative Suite is a major plus.
- Demonstrate high proficiency in adopting and mastering emerging digital tools, cloud-based collaboration platforms, and AI-driven productivity software to optimize communication workflows preferred.
- Willingness to work flexible hours across time zones.
- Must be fluent in English. Multilingual capabilities are a plus.
- Experience working in an international non-profit organization in low and middle-income countries is a plus
- Authorized to work in Brazil.

HOW TO APPLY

Send a cover letter, resume, three writing samples, and links to social or audiovisual work to jobs@pureearth.org. Please include "Communications Officer — Brazil" in the subject line.

This job description may be revised and updated as required to meet organizational objectives.