

# Communication Specialist

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JOB POSITION:  
COMMUNICATION SPECIALIST

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LOCATION:  
MILAN, ITALY  
BOCCONI FOR INNOVATION  
VIA BOCCONI N°6, 20136

FULL TIME  
IN-PERSON



## Position Overview

We are seeking a dynamic Communication Specialist to join our team at TerraViva, a Milan based startup dedicated to the organisation of international architecture competitions. The ideal candidate will be responsible for managing communication with our community of architects and designers, overseeing newsletters, customer care, press releases, emails and FAQs. The Communication Specialist will play a crucial role in engaging with our audience effectively, promoting our brand image and values.

## Key Responsibilities

- Manage communication with our international community, ensuring timely and accurate responses to inquiries and feedback
- Oversee the editing and distribution of newsletters and emails to keep our audience informed and engaged
- Handle customer care inquiries, providing excellent support to resolve issues promptly
- Coordinate the preparation and distribution of press releases to relevant media outlets
- Liaise with platforms and magazines to publish info about our contests and initiatives
- Manage communication with jury members, ensuring clear instructions and timely updates
- Develop and maintain FAQs to address common queries from participants
- Manage the communication of all the different stages of our design competitions: opening, closing and winner's announcement

## Requirements

- Proficiency in English and Italian, both written and verbal (essential)
- Background in architecture or related fields, with a strong understanding of industry terminology and trends
- Excellent knowledge in Adobe InDesign, Adobe Photoshop and Microsoft Office (Mailchimp and other relevant software tools will be a plus)
- Meticulous attention to detail both textually and graphically (essential)
- Excellent organizational skills with a methodical approach to tasks
- Ability to work independently and self-manage tasks efficiently
- Strong interpersonal skills with the ability to communicate effectively
- Active interest in the topics connected to TerraViva (it will be an important plus)
- Prior experience in a similar role or in the startup ecosystem (preferred)

## Why Join Us

- Opportunity to work with a dynamic team dedicated to making a positive impact in the architecture sector
- Room for growth and advancement within the organisation
- Collaborative and inclusive work environment

## Compensation & Presence

The workspace is located in Milan (Via Bocconi 6) and a three-month trial period will be planned with full-time presence required in the office. It will then be possible to stipulate some days of remote work depending on how the collaboration develops.

## How to apply?

If you are passionate about effective communication and have the skills and experience to excel in this role, we would love to hear from you!

- Applications must be sent by email to [jobs@terravivacompetitions.com](mailto:jobs@terravivacompetitions.com)
- Write in the subject of the email the position for which you are applying followed by your first and last name (ex.: Communication Specialist\_John Smith)
- Attach your updated CV and a cover letter detailing why you are the ideal candidate for this position (max. 20 MB in total)
- It is not necessary to write any text in the body of the email
- After the closing of the application, candidates will be notified by email whether they have been shortlisted or not for next selection step

