DELOS
dispute resolution

WE'RE HIRING (Brazil/Portugal):

COMMUNICATIONS & PROGRAMMES OFFICER/COORDINATOR

DELOS

DELOS Dispute Resolution (DELOS) is an independent arbitral institution, established in 2014 to meet the needs of businesses globally for greater time and cost efficiency in the resolution of disputes through arbitration.

We sit somewhere between a start-up and an international organisation: demanding on quality and professionalism, but operating in a multicultural and open environment. We are looking for a new team member who will have real scope to grow and contribute.

Our culture is collegial and we invest in our people: mentoring and training are important to us, and we hold ourselves to high professional standards. Joining DELOS is an opportunity to develop real skills — professional drafting, rigour, organisation, teamwork and client management — and to build a meaningful network within the international arbitration community.

The role

As a Communications & Programmes Officer/Coordinator, you will play a central role across DELOS's publications, training programmes, events and communications, working closely with the President and other team members. Responsibilities include:

- Coordinating the editorial process of our flagship publication, the DELOS Guide to Arbitration Places (GAP). This involves liaising with a working group of some 250 lawyers around the globe, under the supervision of the General Editors;
- Administering DELOS's training programmes in conjunction with the team, particularly the Remote Oral Advocacy Programme (ROAP), and the Written Advocacy and Writing Awards (WAWA) programme;
- Organising and supporting DELOS's events and their marketing, preparing and delivering promotional campaigns, and liaising with partners and participants;
- Managing and supporting DELOS's communications across its various channels, including its website, member area and mailings, and acting as a community manager for DELOS. This includes drafting, graphic design, video editing and liaising with partners and other organisations involved in arbitration, amongst other activities;

This is a full-time remote role based in Brazil or Portugal, engaged on a self-employed basis. Remuneration is benchmarked to the respective local market and set according to experience.

Our team works across time zones, so we ask for 8 core working hours during business hours in your time zone, and offer some flexibility. The start date would be early 2027.

Your profile

Education and skills

You hold a bachelor's degree in law or a related legal field. A background in or exposure to marketing, communications, or project management is an additional advantage.

You have excellent knowledge of Microsoft Office, particularly Excel. Previous experience with emailing tools, Adobe Photoshop or InDesign, WordPress, and video editing tools is a plus.

Knowledge of the Lusophone arbitration community is a plus.

Languages

Your written and spoken language skills are excellent, and include:

- Portuguese - native (essential)
- English - fluent (essential)
- Spanish – working proficiency (advantage)

Your approach

You are sharp, independent and proactive, and you thrive in a multicultural environment. You are ambitious, thoughtful and reflective, and you can switch gears when speed is needed. You learn fast and have an exceptional level of attention to detail.

To apply

To apply, please complete the following two steps:

1. E-mail the following to Ghazal Miyar at we.re-hiring@delosdr.org, with a copy to info@delosdr.org:
    a. your CV (in English);
    b. a cover letter (in English); and
    c. a description in Portuguese of no more than two pages of a project you have worked on, covering its goals, implementation and impact, what the project meant to you, and how you personally furthered its objectives.
2. Fill out the short form at https://forms.cloud.microsoft/e/LVZBMzsCM2 to help us review your application and get back to you faster.

Please note that applications will be reviewed on a rolling basis, and we will only contact shortlisted candidates to arrange an interview on a video call.