

Position:	Communication Officer
Responsible person:	Advocacy Coordinator/ Executive Director
Responsible for:	Design and sharing of information materials, public relations, web maintenance, communication with partners
Special conditions:	Overtime (after working hours and weekends, in accordance with the employment contract, traveling within the country or abroad)
Duration:	3 months probationary period with possibility of extension
Short description:	Regular information gathering and sharing activities, including bi-weekly email alerts (EMA), web news, newsletters, editing and maintenance of network's websites, social media management, communication with network's members, coordination of design preparation, responsibility for visual identification of BCSDN, monitoring of regional and global initiatives related to BCSDN's work and objectives.
Detailed job description:	
<p>1) Strategic development of BCSDN</p> <ul style="list-style-type: none"> • Follows trends related to communication and outreach in non-profit/civil society sector • Participates in creation and implementation in BCSDN Mid-term strategy in information-sharing sphere • Implements BCSDN's communication strategy and approaches on daily basis • Presents new ideas for network's development 	
<p>2) Human resource management</p> <ul style="list-style-type: none"> • Responsible for liaising with subcontractors in web-design, IT maintenance, promotion materials production • Responsible for communicating with members and partners regarding information sharing and issues related to the network's activities and visibility 	
<p>3) Information-sharing and communication</p> <ul style="list-style-type: none"> • Prepares articles for bi-weekly E-mail alerts, periodical Newsletter • Maintains BCSDN website and social media on a daily basis • Monitors and liaises with BCSDN member's communication staff and products • Supports other EO staff in announcing, promoting and design BCSDN events and outreach activities • Monitors BCSDN information-sharing parameters • Produces or coordinates production of promotional materials • Establishes and maintains communication with members and stakeholders • Executes other related activities and tasks from the Periodical (Q) Work Plan 	
<p>4) Project and Financial management</p> <ul style="list-style-type: none"> • Manages projects or activities in the domain of information-sharing, including project/activity budget • Prepares activity/project reports in the domain of information-sharing and communication • Coordinates visibility checks and marking as per donor requirements on all communication outputs • Handles documentation related to information-sharing and communication activities 	
<p>5) Regular office obligations</p> <ul style="list-style-type: none"> • Perform other duties as required 	
Criteria:	
<ul style="list-style-type: none"> • B.A. degree in social science, preferably in political science, journalism, communication or similar. M.A in the relevant fields would be considered an asset • Minimum 3 years experience in activities related to communications and public relations • Minimum experience of 2 years in the civil society sector • Analytical and strategic approach • Previous experience in information-sharing activities and project management in the civil society sector 	

- Excellent written communication skills and ability to communicate with people from different backgrounds
- Excellent organizational skills
- Ability to work individually and in a team
- Proficiency in Macedonian and English language. Candidates proficient in the Albanian language are encouraged to apply (knowledge of local languages, Turkish or Serbian – will also be considered an asset)
- Excellent working knowledge of the MS Office Suite (Word, Excel, PowerPoint), social media management and WordPress website administration. Further IT skills, web design, and graphic design will be considered an advantage.