



EU-RUSSIA CIVIL SOCIETY FORUM **ГРАЖДАНСКИЙ ФОРУМ ЕС-РОССИЯ**

Vacancy Announcement **SMM/ Communications Officer** **at the EU-Russia Civil Society Forum**

EU-Russia Civil Society Forum e.V. (CSF) (www.eu-russia-csf.org) is looking for an SMM/ Communications Officer (60% employment, 9 months). The appointment is from 1 February 2019 till 31 October 2019 at the CSF Secretariat or on a remote basis, with a prospect of extension. The Secretariat is based in Berlin, Germany.

The EU-Russia Civil Society Forum, founded in March 2011 and joined by 156 non-governmental organisations in the EU and Russia, is a platform for cooperation of civil society organisations from Russia and the EU with the purpose to develop common positions, increase cooperation between civil society organisations, coordinate their advocacy activities and make their voice stronger in interaction with the general public, governments and other stakeholders. The CSF is currently financed by the EU and other governmental and private donors.

Job summary:

This position is part-time (60%, 24 hours per week). The primary responsibilities of the SMM/ Communications Officer will include SMM support of the Forum work and building of the Forum's new website, drafting and designing Forum informational products, etc.

The SMM/ Communications Officer should bring in experiences in the SMM field, website management and visual/ online design tools for informational products. Besides, s/he shall ideally have worked both in and outside the civil society sector.

Job Description/ Main Functions:

- Development and implementation of the Forum SMM strategy in compliance with the Forum overall communication strategy and in close cooperation with the Senior Coordinator for Public Relations.
- Taking responsibility for Forum social media – Facebook, Twitter, YouTube (LinkedIn and other platforms prospectively), including generating content, news dissemination, monitoring, ensuring Forum's visibility, etc.
- Contribution to the shaping of the new Forum website (communication to the service provider, testing, etc.), regular work on other Forum websites – “Europe Lab”, Legal Dialogue, General Assembly, etc. (generating news, updating, developing, etc.).

- Planning, drafting and disseminating of the Forum newsletter.
- Producing quality visual content (infographics, video, etc.).
- Working in the Forum's Communications department, working in cooperation with the Secretariat, members, stakeholders, etc.

Requirements/Job Qualification:

- At least 3 years of proven experience in the field of communications and SMM.
- Excellent knowledge of Facebook, Twitter, YouTube and LinkedIn tools, etc.
- Advanced user of online/ visual tools, services – infographics, editing helpers, etc.
- Experience with various web-content management systems.
- Strong writing, editing, communication skills.
- Ability to prioritise and plan effectively; responsibility and commitment; initiative and ability to work both in a team and on your own.
- Excellent English and Russian; German is an asset.
- Work experience in an international NGO is an asset.

We offer:

- 9-months employment (60%, 24 hours per week) at the Secretariat or on a remote basis from 1 February 2019.
- Interesting job in a growing and innovative international project, involving interaction with leading non-governmental actors in the EU, Russia and beyond.
- Friendly working atmosphere and competent international staff.
- Monthly salary of around EUR 1,500 (employee's gross) – dependent on the tax class, health insurance, etc. Accommodation/ relocation and other related costs are borne by the candidate.

How to apply:

Please send your application **until 10 January 2019** (letter of motivation and CV) to Sergei Tereshenkov, Senior Coordinator for Public Relations of the EU-Russia Civil Society Forum, at tereshenkov@eu-russia-csf.org.

Interviews will take place on 14 and 15 January 2019 in Berlin or via Skype. The short-listed candidates shall complete a test task. The introduction of work will take place in the first week of February 2019.

For more information on the work of the EU-Russia Civil Society Forum see: www.eu-russia-csf.org