



Balkan Civil Society
Development Network

Position	Communication Officer
Responsible person	BCSDN Head of Policy and Advocacy/ Executive Director
Responsible for:	Content writing and research, design and sharing of information materials, public relations, web and social media maintenance, communication with partners
Special Conditions	Overtime (after working hours and weekends, in accordance with the employment contract, travelling within the country or abroad)
Duration	Limited-term contract of 1,5 years with a probation period of 3 months and a possibility for extension
Short Description	Regular monitoring of regional and global initiatives related to BCSDN's work and strategic objectives, information gathering and sharing, content creation for CS developments, including bi-weekly email alerts (EMA), web news, 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.
Detailed Job Description:	
1) Strategic Development of BCSDN <ul style="list-style-type: none"> • Follows trends related to communication and outreach in the non-profit/civil society sector • Participates in the implementation of BCSDN Mid-term strategy • Implements BCSDN's communication strategy and approaches on a daily basis • Presents new ideas for the network's development 	
2) Human resource management <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 	
3) Content creation, information-sharing and communication <ul style="list-style-type: none"> • Prepares articles for bi-weekly communication campaign- E-mail alerts • Monitors and liaises with BCSDN member's communication staff and products • Establishes and maintains communication with members and stakeholders • Supports other EO staff in announcing, promoting and designing BCSDN events and outreach activities • Maintains BCSDN website and social media on a daily basis • Monitors and collects BCSDN information-sharing parameters • Produces or coordinates the production of promotional materials 	

<ul style="list-style-type: none"> • Executes other related activities and tasks from the Annual 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"> • Performs other duties as required
<p>Criteria:</p> <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 • At least 5 years of experience in the civil society sector • Interest in and knowledge of civil society development and democracy promotion. • Proficiency in Macedonian and English language. Candidates proficient in Albanian are encouraged to apply (knowledge of Turkish or Bosnian-Croatian-Serbian (BCS) will be considered an asset. • Previous experience in communications, content creation and project management. • Excellent written communication skills and ability to communicate with people from different backgrounds. • Strong analytical and organizational skills and ability to work individually and in a team. • Proficiency in MS Office Suite (Word, Excel), social media management and WordPress website administration. Additional IT skills, web design, and graphic design will be considered an advantage.