

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 10 months with a probation period of 2 months and a possibility for extension
Salary	EUR 1000-1200 NET per month , depending on experience and qualifications
Short Description	Monitoring developments relevant to BCSDN's work and transforming research, policy and advocacy content into clear and engaging communications. The role includes content creation and editing for BCSDN's website, BCSDN bi-monthly Civic Space Alerts and social media; planning and implementing communication activities and campaigns; website and social media management; coordination with BCSDN members; and oversight of the network's visual identity and communication materials. The position also involves using digital and AI tools to support content development, communication and outreach.
Detailed Job Description:	
1) Strategic Development of BCSDN - 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 - 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 Develops and edits content for BCSDN's Civic Space Alerts, website, social media and other communication channels;	

• Translates BCSDN's research, policy and advocacy work into clear and engaging communication content; • Coordinates communication and information exchange with BCSDN members and relevant stakeholders; • Supports the planning, promotion and implementation of BCSDN communication campaigns, events and outreach activities; • Manages and regularly updates BCSDN's website and social media channels; • Monitors communication performance and supports tracking of relevant communication indicators; • Produces or coordinates the production of promotional, visual and other communication materials; • Uses relevant digital and AI tools to support content creation, communication and outreach; • Contributes to related communication activities under BCSDN's Annual Work Plan.
4) Project and Financial management • Coordinates communication-related projects and activities, including relevant budgets; • Contributes to communication-related project reporting and documentation; • Ensures compliance with donor visibility and branding requirements across communication outputs.
5) Regular office obligations • Performs other duties as required
Criteria: • A B.A. degree in social sciences, communications, journalism or another relevant field. An M.A. in a relevant field would be considered an asset. • At least 5 years of relevant professional experience, preferably in the civil society sector. • Demonstrated experience in communications and content development, including web, social media and other digital communication channels. • Excellent writing, editing and storytelling skills, with the ability to translate complex policy and research content into clear and engaging communication. • Experience in planning and implementing communication activities and campaigns for different audiences and channels. • Interest in and good knowledge of civil society development, civic space, democracy and EU integration. • Proficiency in Macedonian and English, with excellent written English. Albanian is encouraged; BCS and/or Turkish will be considered an asset. • Experience with social media management and WordPress, and good command of digital and AI tools for content creation, communication and collaborative work. • Basic visual content creation and design skills; experience with graphic design, video editing or similar tools will be considered an asset. • Strong organisational and interpersonal skills, with the ability to manage multiple tasks and work independently and as part of a team.
Deadline: Apply by: 13 September, 23:59 CET