



## Job vacancy announcement

### Communications Officer

Date posted 23 August 2022

The Balkan Forum is seeking for a skilled, energetic and committed professional to join our team. The Communications Officer will support our communications strategy and work with colleagues delivering content, building relationships with journalists and proactively looking for media opportunities for the Balkan Forum.

<b>Deadline for applications:</b>	12 September 2022
<b>Expected start date:</b>	September 2022
<b>Contract:</b>	12 months, part-time (20 hours/week), with a possibility of extension and working full-time
<b>Salary range:</b>	Competitive NGO salary
<b>Location of the post:</b>	Prishtina, with limited travel in the Western Balkans region
<b>Reporting:</b>	Communications Officer will report to the Executive Director

### About the Balkan Forum

The Balkan Forum (The BF) is a regional, multisector platform designed to advance cross-border dialogue and create a shared regional vision and agenda for cooperative action in the Balkan region based on economic integration, prosperity, and sustainable peace. We highlight good practices of regional cooperation to policy discussions and promote existing efforts to connect grassroots initiatives, knowledge, and successes to the decision-making levels that are responsible for policymaking and regional and/or EU integration.

We adopt a positive approach as the guiding principle for our activities; rather than re-emphasizing the problems that have divided the Balkan populations for many years now, we focus heavily on the positive elements that unite them, including celebrating the diversity and highlighting shared aspirations and values of our societies.

Our efforts focus on filling gaps and mobilizing action; facilitating consensus building and dialogue; and building political will for policy action on regional cooperation initiatives. This includes encouraging systematic engagement in our thematic areas and other important issues for the region, and ensuring follow up to take forward outcomes and priorities from different activities by also linking with - and learning from - other in-country and regional initiatives, for example Berlin Process and Nordic Council.

Geographic focus: Albania, Bosnia and Herzegovina, Croatia, Kosovo, Greece, North Macedonia, Montenegro, Serbia.

Thematic areas: Circular Economy, particularly intersection between education, environment and labor market.

Partnership and collaboration: we interact on regular basis with civil society actors in the Balkan region including youth, media and journalists, experts, academia, public officials, donors, international organizations, business actors, and diaspora. Together with these actors, we are identifying opportunities for collaborative action, connecting diverse initiatives and stakeholders to maximize impact, foster experimentation and innovation, and amplify progressive voices.

## **Communications Officer - Responsibilities**

### Communications strategy:

- Collaborate with the team to develop and implement an effective communications strategy;
- Maintain, and as appropriate assist in further development of communication systems and platforms, including social media.

### Video recording and editing:

- Plan and implement (record and edit) short video clips and stories related to our work.

### Content development, production and promotion:

- Write, edit, and distribute content, including publications, press releases, e-Newsletters, website and social media content, case studies, annual reports, speeches, and other promotional material that communicates the organization's work, progress and impact;
- Collaborate with the team to ensure articulation of awareness raising/advocacy messages, specific to target audience(s).

### Webinars, podcasts and interviews:

- Work closely with other team members to conceptualize, plan and organize webinars, podcasts and interviews with relevant actors in the Western Balkans region and EU on thematic issues and other pressing matters for the region;
- Support the team on video production.

### Building relationship with media and journalists:

- Establish and maintain effective relationships with media and journalists, pitch a variety of content to media, and maintain a contacts database;
- Respond to media inquiries, arrange interviews, and act as a spokesperson for the organization.

## **Person specification**

- Bachelor's Degree in Communications, Journalism, or related field, or a combination of relevant educational background and experience;
- Understanding about video recording and editing, and experience using social media and engaging with journalists;
- Experience ideally in communications/journalism role and within the NGO sector;
- Proficient in Microsoft Office, content management systems, and social media platforms;
- Excellent verbal, written, and interpersonal skills;
- Good time management and organizational skills;
- Fluent in English;
- Able to work flexibly in a friendly and dynamic team;
- A commitment to learn and be open for new ideas and approaches;
- Willingness to travel in the region.

## **Application process**

To apply, please send your CV (max 2 pages), and covering letter (max 1 page) in English stating your motivation with the subject line Application for CO position: [info@thebalkanforum.org](mailto:info@thebalkanforum.org)

We regret that only shortlisted candidates will be contacted.

For further information about the Balkan Forum please visit <https://thebalkanforum.org>