



## **Job vacancy announcement**

### **Communications Officer**

Date posted 31 December 2020

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.

**Deadline for applications:** 20 January 2021

**Expected start date:** 15 February 2021

**Contract:** 12 months, part-time (20 hours/week), with a possibility of extension and working full-time

**Salary range:** Competitive NGO salary

**Location of the post:** Prishtina, with limited travel in the Western Balkans region

**Reporting:** 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 four 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: the following broad thematic areas that have been identified as having a special dynamic in the Balkan region; thus, presenting great opportunities for cooperation and joint development, form the framework of The Balkan Forum's initiative: Education, Energy, Tourism, Human Capital 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, fostering experimentation and innovation, and amplifying progressive voices.

## 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.

### 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 advocacy messages, specific to target audience(s).

### Webinars, Podcasts and Interviews:

- Work closely with Media/Productions Officer and other team members to conceptualize, plan and organize Webinars, Podcasts and Interviews with relevant actors in the Western Balkans region 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;
- Previous experience ideally in a journalism role or within the NGO sector;
- Experience using social media for a professional media organisation/NGO and to engage with journalists;
- 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>