

VACANCY ANNOUNCEMENT

Position Title: Communication Associate

Start Date: February 2019, full or part time.

Overview: Partners for Democratic Change Serbia (Partners Serbia) is a civil society organization active in the fields of regulatory reform, rule of law, good governance, conflict prevention and alternative dispute resolution (ADR), support to democracy and human rights, and civil society development in Serbia and the region.

For more information on Partners Serbia please visit our website at www.partners-serbia.org, or our Facebook and Twitter pages.

Vacancy opportunity: Due to increasing portfolio of work, Partners Serbia announces vacancy opportunity for a motivated and open-minded individual to support our small and dynamic team. This is an excellent opportunity for a hard and diligent worker with experience and/interest in regulatory reform and rule of law issues, good governance, human rights and alternative dispute resolution.

Communication Associate will work with the director and program staff to:

- Identify opportunities to increase visibility of Partners Serbia in national media, online media, social networks and online environment,
- Establish and maintain relationship with online and traditional media,
- Together with Partners Serbia staff, update and administer Partners Serbia website and social network profiles,
- Maintain Partners Serbia contact list and assist Partners Serbia team to improve its functionality,
- Draft information materials and other media content (e.g. media briefs, press releases, news, research summaries, info graphics, etc) based on Partners Serbia studies, researches, advocacy initiatives, and other programme-based outputs,
- Disseminate information materials and other Partners Serbia products to decision makers, the media, other CSOs, clients and international organizations,
- Provide support to Partners Serbia staff to prepare and deliver interviews and statements at public events and in the media,
- Assist Partners Serbia in organizing public events and promote Partners Serbia events through social networks and in offline environment,
- Assist Partners Serbia in developing advocacy/communication/business strategies aimed at decision makers/ general public/ prospective commercial clients,
- Pre-press layout and editing of Partners Serbia studies, researches, and promo materials, in coordination with the designer,
- Provide support to Partners Serbia team to implement donors' visibility requirements and assist Partners Serbia team in developing project-related communication and branding plans,

- Perform media monitoring of the content relevant for Partners Serbia operations,
- Assist Partners Serbia team in developing its media-related programmatic activities.

Occasional travel and participation in activities outside Belgrade is anticipated.

Trial period of up to 3 months is envisaged. Fluency in English is required, as significant amount of the work will be conducted in international environment.

This is a project-based vacancy, for a period of 10 months, with possibility of extension depending on available funding.

Qualifications: University degree in social science (journalism, political science, sociology, or similar); experience working in the media or media-related organizations is desirable; written and oral fluency in English; excellent communication, interpersonal, writing and editing skills; computer proficiency; ability to work individually or as a part of a team; willingness to learn, understanding of the work and role of civil society sector is desirable.

Deadline for Applications: 25 January 2019.

To Apply: Please send a **CV and a brief cover letter in English** with a subject line: **Communication Associate** to office@partners-serbia.org.

When submitting your CV, we advise you to provide information relevant for professional career and development only. For more details about Partners Serbia data processing practices, please see our Rulebook on Protection of Personal Data, available at: <http://www.partners-serbia.org/wp-content/uploads/2013/04/Pravilnik-o-ZZPL-Partneri-Srbija.pdf>

No phone calls please. Only short-listed candidates will be contacted.