

VACANCY: Communication Officer at the Skopje office

Where and when: ALDA office in Skopje starting from April 2024.

ALDA – The European Association for Local Democracy is dedicated to the promotion of good governance and citizen participation at the local level. ALDA in particular focuses on activities that facilitate cooperation between local authorities and civil society. It was established at the initiative of the Council of Europe’s Congress of Local and Regional Authorities to coordinate and support the network of Local Democracy Agencies. ALDA developed in one of the strongest stakeholder in the field of cooperation between local authorities and civil society engaged in promotion of local democracy and active citizenship. For more information, please see our website: www.alda-europe.eu

Terms of reference

ALDA is looking for a **Communication Officer**. He/she will work under the supervision of ALDA’s Secretary General, Head of the Western Balkans Unit and the Head of the Communication department.

S/he will be in charge of:

- Writing, editing, and translating texts for several outputs (website, publications, newsletter, etc.) described in the programme;
- Managing web and social media content for the programme;
- Liase with different Project Managers, in order to keep updated the different platforms of the projects;
- Support the project managers in the implement the communication plan of the projects;
- Producing graphic and visual materials, such as flyers, posters, postcards, PPT, by using Canva or other platforms;

Office in Strasbourg

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- Supporting media relations, including writing and disseminating press releases, statements, and increasing the media contact database
- Supporting communications with the members of the organization
- Supporting project managers with communication-related issues
- Production of publications, branded items, and other outputs, internally or by coordinating with suppliers
- Representing ALDA during meetings and conferences, giving speeches when required, liaising with a wide set of stakeholders
- Liaising and negotiating with suppliers, partners, project managers
- Supporting all requested communication and day-to-day activities in the office
- Supporting ad hoc needs, based on the work of a fast-paced, flexible organization
- Be proactive and share ideas on communication strategies targeting each audience: community engagement, local authorities, civil society organisations, private donors and projects.
- Promoting, developing and implementing campaigns, marketing actions and fundraising activities addressed to different targets and stakeholders

Skills needed:

- Highly motivated, result-driven person
- Flexibility, eagerness to learn quickly
- Respect for hierarchy, positive and collaborative attitude
- Ability to work under pressure respecting tight deadlines
- Communication and negotiation skills, especially in multicultural, complex environments
- Knowledge of project cycle management
- Ability to work in team and autonomously, with a pleasant and respectful behavior

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- Creativity, innovation, initiative
- Accuracy and attention to detail
- Availability to travel – potentially frequent local, national and international missions

Education, languages and tools:

- University degree in communications, journalism or similar
- Previous experience in communication or project implementation of at least 2 years.
- Excellent knowledge of English, and at least one of the Western Balkans languages is required; French language is an asset.
- Interest in the activity of ALDA
- Proficient use of Office Suite, internet, email, social networks.
- Excellent IT skills, especially with design, photo and video-editing software
- Ability to work in a team as well as individually;
- Previous experience in CSOs organizations is highly advantageous.

Terms of contract

The contract will be for a period of 12 months and can be renewed subject to availability of resources and satisfactory performance evaluation at the completion of the first contracted period.

The contract will preferably start in **April 2024**.

Location: Skopje

Salary based on the experience and qualifications of the candidate.

Application procedure

Interested applicants should fill in the following [template](#) with a Letter of Intent and Curriculum Vitae (CV) in English.

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Please ensure that your Letter of Intent clearly states your interest in the position and highlights your relevant qualifications and experience. Additionally, include details about your proposed starting salary.

Applications must be received **on or before 29 February 2024**. Interviews will take place the following week and might be followed by a written test.

Please note that due to high number of applications, only shortlisted candidates will be contacted. Thank you for your understanding!

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