

**We are looking for our new Communications Officer**

**Join our team!**

***Application submission deadline: September 24<sup>th</sup> | Desired starting date: 15 October 2021***

***Interviews: 28-30 September 2021***

The Heinrich Böll Stiftung Thessaloniki Office-Greece is looking for its new Communications Officer. The successful candidate will take over the organisation and support of the communication around our activities.

**About the role**

The points below will help you better understand this role within the everyday working reality:

- Drafting the communication strategy for our office
- Updating our website and our social media channels
- Concept and production of multimedia material such as podcasts and video interviews
- Curating our newsletter
- Drafting and curating texts to be published on our website and elsewhere
- Contributing to the organisation of events (online and physical)
- Curating our network of contacts
- Disseminating our work to the Press

**About you**

Although we don't believe there is just one path to reach your destination, here are some skills that would make your integration to our team easier:

- University degree and minimum 5 years of professional experience on these issues
- Excellent writing skills with ability to adapt style to different goals, target audiences and platforms
- Excellent knowledge of Greek and English (oral and written). Knowledge of German will be considered an asset. Our main working languages are Greek and English.
- Excellent command of social media channels
- Excellent skills in putting together newsletters
- Excellent IT skills (use of Microsoft Office suite as well as tools for online cooperation such as Slack, Cloud based solutions etc.)
- Excellent interpersonal skills
- Ability to work independently but also in good coordination with a team
- Experience in event organisation (concept, putting together a suitable speakers' lineup, promotion, reporting)
- Very good overview of the media landscape in Greece
- Desired experience in the field of political communication

- Desired working experience abroad

### What we offer

We offer a part-time position (20 hours/week) on a limited time contract until 31.12.2022 with a possibility to extend to an open-end contract and a full-time position. Along with a competitive salary, we offer the chance to work as part of a dynamic international network with many opportunities for personal development and vocational training as well as part of a small, agile and friendly team.

### How you can apply

Please submit your application *in English or in Greek* at [gr-info@gr.boell.org](mailto:gr-info@gr.boell.org) in a **single PDF document** that includes your **CV (max. 2 A4 pages) along with a text** of up to 400 words on the topic “My priorities in improving the communication of the Heinrich Boell Foundation Office Thessaloniki, Greece” **until September 24<sup>th</sup> 2021, COB.**

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### You need to know

- Heinrich Böll Stiftung is committed to combatting sexual exploitation, abuse and harassment and implement a policy for Protection against Sexual Exploitation, Abuse and Harassment (PSEAH).
- We particularly welcome the application of people with migration history and people with disabilities.

### More about us

- **The Heinrich Böll Foundation is** a German political foundation close to the party Bündnis 90 / Die Grünen. It stands for green ideas and projects, is a reform policy workshop for the future and an international network. We work with more than one hundred partner projects in 60 countries and currently have offices in 34 countries.
- **The foundation's office in Greece is based in Thessaloniki since 2012.** Our program intends to advance democracy and democratic governance, the protection of human rights, promote political dialogue, develop new concepts and practices towards a socio-ecological transformation of the economy focusing on energy transition and social solidarity economy We also place particular emphasis on gender democracy and intercultural inclusion aiming at the emancipation and the granting of equal rights to all social groups facing discriminations and the risk of social exclusion. We also place particular emphasis on gender democracy and intercultural inclusion aiming at the emancipation and the granting of equal rights to all social groups facing discriminations and the risk of social exclusion.