

Communication Assistant

Location: [Europe & the Middle East] [Albania]

Town/City: Korca

Category: Communications

Position: Communication Assistant

Work location: Korca

Deadline of applications: 2 March 2021

Type: Fixed Term, Full Time

Purpose of position

The focus of the position is to support with the production of key communications resources for clients, donor and public engagement; position the City of Children project with local media, and support internal communications processes which support and advance the strategic goal of City of Children project. The communications assistant will facilitate and deliver content, using platforms and channels to reach diverse audiences.

Major Responsibilities

Community Engagement Communications

Ensure quality production of visual and written content for defined clients, donor segments and audiences reflecting project objectives and evidence of impact. Written and Visual Content Development per partnership requirements

Deliver communications support to World Vision Albania & Kosovo Office marketing initiatives.

Support the communication with producing information material regarding City of Children project. Support improving the dialogue between the clients, partners, sponsors and the community.

Contribute to quality and project aligned updates posted regularly; find innovative methods to attract more visitors to online channels.

Ensure information on activities is provided bilingual, Albanian and English language.

Provide communications support during the organization of public events initiated by Area Program, projects and programmes.

Provide support in drafting press/media communications and providing research as directed by the Communications Department.

Collect stories for the City of Children, World Vision internal and/or external communication

Communications on Public Relations

Support in increasing of social community engagement in World Vision project, endorsing World Vision, and active in child wellbeing issues based discussion on World Vision Albania & Kosovo-managed digital platforms.

Ensure the external communication resources for the project are used correctly with World Vision communications standards.

Provide support reflected in applicable zonal and national advocacy campaigns undertaken from World Vision Albania & Kosovo.

Knowledge/Qualifications for the Role

Required Professional Experience

At least 1 year of experience in journalism/ communications/media

Solid verbal and written communication skills.

Story writing, photography and videography skills.

Fluency in computer programs (Word, Excel, Power Point)

Solid knowledge in media relations

Knowledge of development work, understanding of Child wellbeing concept

Required Education

Degree in linguistics, journalism, or communications

Preferred Knowledge and Qualifications

Should deal with information flow that needs fast processing

Should work in multi-task environment.

Video editing skills

Self-motivated, innovative, and able to work under pressure

Note: *While we appreciate all applications received, only those selected for the next phase of recruitment process will be contacted.*

