

"CLASS Project" Advocacy and External Engagement Specialist

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

Town/City: Yerevan

Category: Project Management

Job Type: Fixed term, Full-time

LOCATION

Yerevan, Armenia

DURATION

Fixed-term, full-time

PURPOSE OF THE POSITION

The Advocacy and External Engagement Specialist is a highly collaborative role that supports “Community Level Access to Social Services” Project’s advocacy initiatives and shared goals and objectives set by “Community Level Access to Social Services” Project Women, Peace and Security Project Manager. He/ she is primarily responsible for contributing to the development and management of the advocacy agenda, helping build relationships with external partners, and furthering the projects’ strategic initiatives.

MAJOR RESPONSIBILITIES

- Develop the project’s advocacy and external engagement strategy and monitor its

implementation in coordination with the team,

- Under Women, Peace and Security Project Manager's supervision manage the implementation of the advocacy agenda, support internal and external stakeholders in response to legislative challenges,
- Build coalitions internally and externally (with peers, direct reports, team members, collateral and associated organizations, etc.) to contribute to the "Community Level Access to Social Services" Project's strategic initiatives,
- Facilitate cooperation and teamwork throughout the organization. Communicate and operate in an open manner so that decisions and actions are clear and visible,
- Consult with and keep supervisor informed on status of all interventions,
- Develop and implement a communication strategy that includes media outreach and social media content creation,
- Coordinate political and policy context analysis and identify policy and service delivery gaps and their causes on national level,
- Analyze data from programming activities and apply evidence and learning to influence national policy dialogue and implementation,
- Provide coordination and technical support to the design and implementation of service provision standards, guidelines, which contribute to changes in policies and practices supporting institutionalization of processes of providing humanitarian as well as development assistance to displaced individuals, making them inclusive and gender-sensitized,

- Engage with line ministries, partners and audiences to enhance project credibility and influence changes of policy and practice,
- Build long-term relationships with influencers and key stakeholders
- Coordinate external and internal communications flow (memos, newsletters, etc.),
- Write content for World Vision website,
- Manage media inquiries and arrange interviews, statements, etc.,
- Design sketches of the mass media announcement,
- Plan events, seminars and press conferences,
- Support and evaluate results of communication campaigns with the team,
- Pitch story ideas and content to the donor and media upon need,
- Measure public relations program impacts using regular reporting,
- Organize, schedule, and prepare key leaders for press interviews,
- Ensure high quality photos for project events,
- Create effective design for project products (guides, one pagers, leaflets, banners, videos, etc.),
- Communicate with publishing houses and monitor the product quality.

REQUIRED QUALIFICATIONS

- Bachelor's/Master's degree in communication, journalism, public relations or other related field,
- 3 years' experience of working in both international and local companies/ NGOs/ institutions (in each),
- 3 years' experience of working in a team,
- Knowledge of English and Armenian,
- Experience and knowledge in copywriting, proofreading and editing,
- Photo and video-editing skills,
- Organizational and coordination skills,
- Negotiating skills,
- Ability and willingness to travel 5% of time.