



Position: Communication and Visibility Officer

Work base: Cooperation and Development Institute, Tirana, Albania

Starting date of the contract: ASAP

Duration of contract: 6 months full-time contract with possibility for extension

About us

Cooperation and Development Institute (CDI) is an Albanian think tank focused in analyzing and contributing to public policy at national and regional scale. Established in 2000, it is a politically independent, not for profit, non-governmental organization. CDI's mission is to contribute to the quality of policy-makings with open and fact-based research, analysis, advocacy and debate. Through research, publications, events and social media, CDI promotes a unique discussion space for everyone interested in improving the quality of evidence-based decision making. Our goal is to create the condition for systemic impact.

“Communication and Visibility Officer”

Job Description:

All duties performed by Communication and Visibility Officer will be in line with CDI's rules and procedures, as well as with eventual donor requirements where applicable. He/she will be responsible for supporting strategies that increase the organization's and its activities visibility on international/regional/local level to different stakeholders, partners and beneficiaries, as well as to the general audience. The Communication and Visibility Officer will be at the center of how CDI is presented to our online audience, starting with designing a dynamic communications strategy to ensuring that our social media accounts are engaging and updated, while promoting our work, events, etc.

Main responsibilities:

- Provide support in designing and implementing a communication strategy for the organization;
- Prepare communication action plan with clear timelines;
- Produce communication and visibility content in close coordination with the Communication Manager (e.g., Press releases, publications, social media posts) and with the respective Project Managers;
- Prepare standardized communication templates;
- Oversee and manages all CDI's social media accounts, including Facebook, Twitter and LinkedIn to ensure they are engaging and up to date;
- Take initiatives to enhance CDI's online and offline presence;
- Liaise with IT support company/experts to monitor that the websites contents are properly implemented

- Research, collect data and establish communication databases;
- Perform other relevant duties as and when required.

Requirements:

- At least 3 years of professional experience in the field of communications, on similar role;
- Bachelor degree in social sciences, preferably in public relations, communications, journalism or related field;
- Experience in copywriting and editing in English and proficient command of English;
- Experience in web/graphic design and content production;
- General understanding of project management principles;
- Understanding of Western Balkan Six context (social, economic and political environment);
- Be well informed on current developments in the region and understand content engagement through the social web;
- Be highly creative with ideas on how to maintain and develop CDI's public and online presence and support us to increase our internet presence;
- Understanding of media relations and digital media strategies;
- Proficient in MS Office and in photo and video-editing software (e.g., Photoshop, InDesign);
- Very good communication (oral and written) and presentation skills in English;
- Ability to work in intercultural environments and on multiple tasks;
- Time management skills, attention to details and ability to prioritize work;
- Previous experience in EU Integration, regional cooperation and youth related projects will be an asset.

Application and Deadline

Interested and qualified candidates are invited to submit the following documents by **27th of June 2021**, at **23:59 CET** at info@cdinstitute.eu :

- CV (*Europass format only*) including a portfolio of previous works;
- A one-page cover letter, describing your motivation and previous experiences related to this position;
- One reference letter from previous employer;

Please clearly specify in the subject line the position you are applying for: **“Application for Communication and Visibility Officer: Name & Surname.”**

*Note: *Please make sure you meet all required qualifications and experience before applying. Only candidates who meet the criteria will be shortlisted for interviews.*