

PR Job Opportunity

EDYN (Ecumenical Diaconal Year Network) announces a part-time position 20 hours/week available beginning August 2012 till 30th November 2012 for a person skilled in public relations. The applicant should possess the skills to complete the following job description:

Description:

This job aims to gain understanding and support for clients as well as to influence opinion and behaviour.

PR officer uses all forms of media and communication to build, maintain and manage the reputation of EDYN. They communicate key messages, often using third party endorsements, to defined target audiences (inside and outside) in order to establish and maintain goodwill and understanding between an organisation and its public.

PR officer monitors publicity and conduct research to find out the concerns and expectations of an organisation's stakeholders. He/she then reports and explains the findings to the ED.

Tasks:

- Plan, develop and implement new pr strategies;
- Liaise with colleagues and key spokespeople;
- Liaise with and answer enquiries from media, individuals and other organisations, often via telephone and email;
- Research, write and distribute press releases to targeted media;
- Collate and analyse media coverage;
- Create and edit an in-house magazines;
- Write and edit case studies, speeches, articles and annual reports if necessary;
- Prepare and supervise the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes;
- Devise and coordinate photo opportunities;
- Maintaining and updating information on the organisation's website;
- Source and manage speaking and sponsorship opportunities;
- Commission market research;
- Foster community relations through events such as open days and through involvement in community initiatives;
- Manage the PR aspect of a potential crisis situation;
- Develop and manage a Facebook account for pr purposes;
- Communicate with new members;
- Develop and manage fund-raising strategies;
- Search for new application;
- Other administrative work closely related to tasks mentioned above;

Candidates are welcome with the following skills:

- Finished university (college) studies on a relevant field,
- Experience on similar field(s),
- Excellent oral and written skills in English,
- Exactitude,
- Proactivity,
- Ability to problem-solve,
- Creativity,
- Flexibility,
- Team-work,
- Reliability,

We offer:

- Teamwork,
- Possibility to face with challenges,
- Challenging and various tasks,
- Possibility for 'learning on the job',
- Pleasant atmosphere at work.

If you are interested in this job opportunity, please send your CV with photo and a motivation letter to the following e-mail address with the subject "PR job at EDYN" until 30th June 2012:

ferenc.turcsik@edyn.org