

JOB OPENING: COMMUNICATION JUNIOR EXPERT (CJE-062020)

INZEB is recruiting a motivated and dynamic full-time **Communications Junior Expert** to join its team in Athens, Greece. The successful candidate will be a university graduate (or equivalent) with previous professional or internship experiences, and be committed to the mission of INZEB and in all activities the organisation is engaged in.

REQUIRED QUALIFICATIONS

- University's degree (or equivalent) relevant for the position;
- Relevant previous professional experience, gained through a first employment or internship;
- Excellent written and verbal English skills. Other language skills will be an asset;
- Excellent computer and organisational skills;
- Soft ICT skills (development and/or content management of static webpages) will be appreciated.

RESPONSIBILITIES

Under the supervision and guidance of the Managing Director, the responsibilities and development areas of the Communications Junior Expert are:

- Support the website(s) and social networks management and maintenance;
- Draft and edit publications, articles and media texts, and other print/digital communication materials for INZEB's website, both in Greek and English;
- Prepare newsletters and other media sending.
- Collaborate with media partners;
- Monitor INZEB's media and press coverage;
- Provide support for the organisation of conferences, webinars and physical events/meetings (incl. travel, accommodations and catering arrangements), and manage the event calendars;
- Support other minor administrative activities including the CRM system(s).

OTHER SKILLS

- Flexible work attitude. A "can-do mentality" is required;
- Excellent communication and personal skills;
- Commitment to excellence;
- Ethical and professional business approach;
- Ability to work on multiple tasks in an efficient way.

CONTACT

A CV and cover letter (in English) should be sent to Ms Alice Corovessi at the following email address: ac@inzeb.org, until Friday 31 July 2020. In the subject line of the email you should include the job title "Communications Junior Expert" and your name.

Only the shortlisted candidates will be invited for interviews which will take place during the last week of August 2020 and the first week of September 2020.

Note: INZEB will take all received applications into consideration. We will be able to communicate only with those candidates selected for interview. INZEB will not provide additional information through phone.