

Hiring: **Communications & Public Relations Officer or Head of Communications**

[The final position/role will depend upon the seniority / experience of the applicant hired]

Full time position. Start date as soon as possible. Location: Cluj-Napoca, Romania

Deadline to apply: Applications will be accepted until **January 5th, 2023** however hiring will be completed the moment a superb candidate is found. Early applications are encouraged.

Apply to: recruitment@patrir.eu

To Apply: Please send a **CV** and **Motivation Letter** (maximum 2 pages) together with 2 – 3 references (in the first round it is enough to send contacts for references. Reference letters will be requested from applicants who make it to the 2nd round). **Use the subject: “Application - Communications Officer” followed by your name.**

Important: Please only apply if you have read the description in full and your previous experience is suitable for the role. Only applications sent via email and including a CV and Letter of Motivation will be considered full applications and be reviewed.

At a Glance: Hiring Deadline January 5th. Apply with CV, Motivation Letter and 2 references to recruitment@patrir.eu with **“Application - Communications Officer” followed by your name.** Location: Cluj-Napoca, Romania. Knowledge (fluency) of Romanian and English required, other languages a plus. Highly motivated candidate. Net salary (after taxes) 900 – 1200 Euros. Initial contract period: 1 year with intention to extend to permanent contract.

We’re hiring! Communications & Public Relations Officer / Head of Communications

PATRIR is looking for a highly motivated and incredible candidate to join our communications team as a **Communications & Public Relations Officer / Head of Communications**. You should be someone passionate about communications and shaping messages to effectively reach and engage key audiences. The position requires someone with skill and experience in public communications, including in particular someone able to lead and shape online and social media campaigning and community engagement. Skills in video editing / film making would also be highly attractive.

If you love communications and want an exciting and dynamic position with an incredible institution – where you can be involved in social impact campaigns and making a difference in Romania and beyond – we would love to hear from you!

Some of the issues we're involved in: communications on humanitarian aid to Ukraine and support to Ukrainians in Romania; tackling hate and prejudice; promoting gender equality and working to overcome gender-based violence; inspiring people in our community and globally to proactively engage to tackle local and global issues; working to overcome violence and promote peacebuilding and conflict transformation; promoting diversity and inclusion – and much more!

At PATRIR we are a dynamic, creative, and innovative team. We have created a workspace that respects and empowers everyone in the team – inviting ideas, contributions, and initiative and actively supporting professional and personal development and growth. In 2011 PATRIR was awarded the World Vision International Peace Prize. In 2017 it won the Luxembourg International Peace Prize for Outstanding Organisation. We are looking for a highly motivated PR and communications professional who wants to engage constructively on issues you are passionate about to make a real and positive change in Romania, in Europe, and in the world.

You will work in a dynamic and active workplace with a strong commitment to employee well-being and a respect-based office, and with significant opportunities for personal and professional development. PATRIR is an Institute which places well-being of colleagues, and doing work that matters and has an impact – on our community and in the world – at our core.

We're looking for someone who will be part of this mission, and who will bring their experience, capability and aspirations to play a key role in shaping the work of the Institute through the coming years.

Core areas: Communications, Public Relations, Social Media and Multi-Media Communications Campaigns. If possible: video editing; digital editing; digital design.

Main Responsibilities

Managing communications by developing and implementing communications strategies and campaigns, including proactive social media campaigning and outreach, public relations and media communications, creating multimedia content and branded visual materials.

Assist/lead on stakeholder communications for major projects and events and oversee project-wide communication strategy in cooperation with the Project Managers and their teams.

Play a key role in a dynamic and evolving situation to ensure effective communications from PATRIR to our primary stakeholder communities.

ROLE REQUIREMENTS:

To be considered for this position candidates must have the following competencies:

- Be fluent, both verbal and in written Romanian and English. Knowledge of Hungarian, Romani, Ukrainian, Russian or other languages are highly valued;
- Preferably have 2 – 4 years previous experience public relations and communications. **However:** highly motivated students that can bring exceptional talent, skill and passion are also encouraged to apply.
- Master's degree (or in some cases Bachelor's if the individual can show exceptional motivation) in a related field: Communication, Journalism, Marketing etc.
- Experience in strategic planning, programme planning and development
- **Strong skills for communication** including excellent oral communication, written, and fluency with social media platforms and the ability to craft messages to achieve impact and reach audiences
- **Strong skills in social media & other media platforms management:** Facebook (managing and growing several pages + knowledge in Facebook ads), Instagram, Twitter, YouTube, website editing/updating (WordPress)
- **Good knowledge of Canva or other editing & design programs**
- **Ability to publicize events and other engagements, and spreading our work** as far and wide as possible, using all channels at your disposal
- **Ability to manage Media & Press Relations**, develop a network or have a network of existing relations with media, and craft excellent Press Releases and Media Briefings.
- Detail-oriented, organized, and self-motivated.
- Strong time-management, planning, and organizational skills.
- Ability to work in sometimes high-paced contexts and resilience to stress and crisis situations. You will be working in a team that places a strong emphasis on wellbeing, team care, and support, but in a wartime/humanitarian crisis which sometimes requires being able to work under challenging situations.
- Excellent interpersonal skills including the ability to liaise and communicate with colleagues at all levels of seniority and from different cultures.
- A commitment to quality in your work

Additional capabilities: creativity, honesty, reliability, resilience, sincerity, healthy communication, process management, problem-solving, optimisation, team player.

Exceptional and highly motivated candidates who may not fully meet all of these requirements but who can show how they would excel in this position are encouraged to apply.

What we offer

We are committed to providing a dynamic and supportive work environment where colleagues have the opportunity to grow and flourish. You will be taking on an important role as the lead administrative position in the Institute. Located in Cluj-Napoca – Kolozsvár – Klausenburg (the three names of our city), Romania, PATRIR offers an international, collaborative and flexible work environment with strong commitment to employee well-being. We are a growing Institute with a commitment to increase our impact locally, nationally and internationally. Colleagues are encouraged to build on your areas of key motivation and expertise, and to actively pursue growth and development.

WORK ENVIRONMENT

You will be joining a highly dedicated and committed team of professionals with diverse backgrounds and experiences; as well as working closely with local, national, and international partners, government and inter-governmental organizations, and volunteers and interns.

HOW TO APPLY:

1. Read the job description fully and **ONLY** apply if it is relevant for you and you have the required experience and expertise.
2. Please send a **CV** and **Motivation Letter** (maximum 2 pages) together with 2 – 3 references (in the first round it is enough to send contacts for references. Reference letters will be requested from applicants who make it to the 2nd round) to recruitment@patrir.eu **Use the subject: “Application - Communications Officer” followed by your name.**

Deadline to apply: Applications will be accepted until January 5th, 2023.

Job Specifications	
Position	Communications & Public Relations Officer
Location	Cluj-Napoca, Romania. Applicants must already have the right to work in the EU and ability to relocate to Cluj-Napoca, Romania within 2 – 4 weeks maximum.
Language Requirements	Romanian and English Fluency is required. Knowledge of another language would be an excellent addition.
Duration	Initial contract duration for 1 year with intention to extend.
Deadline to Apply	January 5 th , 2023 - however hiring will be completed the moment a superb candidate is found. Early applications are encouraged.
Starting Date	Depends upon the recruitment process. We would like to bring the position on as soon as possible.
Salary Range	The salary range is from Euros 900 - 1200 per month net (after taxes) depending upon qualifications and experience.
Application procedure	Apply by sending a CV, Letter of Motivation, and 2 reference letters at recruitment@patrir.eu - with the subject “Application - Communications Officer” followed by your name – by January 5th, 2023

Overview of the Application & Hiring Process:

Step 1: Applications

Applications to the position will be accepted until January 5th, 2023

Step 2: Review

Applications will receive a first round of review based upon the Motivation Letters, CVs and References provided. **Those candidates selected for the 2nd Round of the Recruitment Process will be notified and an interview will be scheduled.** All other applicants will be

thanked for their application.

Step 3: Round 2 of the Interview Process – Interviews & Dialogue with Select Candidates

The 2nd Round of the Interview Process is made up of an interview and dialogue with select candidates where we have the opportunity to get to know you better and discuss your expertise, motivation and competencies for the position. During the interview you will also have the opportunity to ask questions and get to know more information about the position and opportunities working with PATRIR.

Step 4: Final Interview – Short-Listed Candidates

1 – 5 Short Listed Candidates will then have a final interview with the President of the Institute.

Timeline: We are looking for colleagues who can join the team ‘immediately’ and will fast track the recruitment process.