

## Eurasian Harm Reduction Association seeks Communications and Public Relations Officer

EXPECTED START DATE: ASAP

JOB TYPE: permanent

JOB LOCATION: Vilnius, Lithuania

COMPENSATION: Gross salary is 1700 euro and up depending on qualifications and experience

Interested candidates should provide:

- updated CV outlining specific relevant experience and two references;
- at least three samples of relevant to this position works in communications, public relations, or marketing or share link to their portfolio;
- a short cover letter indicating suitability for the position.

Documents should be sent to: [igor@harmreductioneurasia.org](mailto:igor@harmreductioneurasia.org) until February 26, 2021.

OVERALL RESPONSIBILITY	
	<ul style="list-style-type: none"> <li>• Oversee and implement the organization's communication strategy in accordance to organisational advocacy targets.</li> <li>• Employ effective communications to support EHRA's mission delivery and increase the effectiveness of EHRA's advocacy and technical support.</li> <li>• Lead the implementation of a comprehensive communication plan to support EHRA's strategic objectives, program delivery, branding and organizational development.</li> <li>• Coordinate EHRA's key messaging/communications products and communications channels (website, listserv, social media etc.).</li> <li>• Develop and maintain relations with media to ensure EHRA's presence in media and coverage of key harm reduction and human rights issues.</li> </ul>

QUALIFICATIONS FOR POSITION	
	<ul style="list-style-type: none"> <li>• Degree in Communications, Marketing or a related field;</li> <li>• Extend experience of media content development (written article, video product, PR rproducts);</li> <li>• Experiecn e and skills in organising media/public awareness or advocacy campaign through different media;</li> <li>• Strong verbal and written communication skills including media relations, briefings, meeting facilitation and presentations;</li> <li>• Working experience in a similar position;</li> <li>• English and Russian language speaking and writing skills;</li> <li>• Ability to multi task;</li> <li>• Flexibility, adaptability and a commitment to work within an international team;</li> <li>• Understanding of the non-profit/NGO world, including reporting, timetables and deadlines working experience within the NGO, especially international, would be a strong asset;</li> <li>• Excellent computer skills, Powerpoint (video production and editing is an asset);</li> <li>• Tolerance and comfort working with diverse communities (people who use drugs, sex workers, men who have sex with men and other.).</li> </ul>
<b>Competencies model</b>	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Strategic thinking</li> <li>• Decision-making</li> <li>• Time planning</li> <li>• Feedback giving</li> <li>• Accountability</li> </ul>

	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Harm reduction and drug policy</li> </ul>
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<b>OVERALL RESPONSIBILITIES</b>
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| <ul style="list-style-type: none"> <li>• Oversee and implement the organization’s communication strategy.</li> <li>• Employ effective communications to support EHRA’s mission delivery and increase the effectiveness of EHRA’s advocacy and technical support.</li> <li>• Provide communications support to program staff.</li> <li>• Lead the implementation of a comprehensive communication plan to support EHRA’s strategic objectives, program delivery, branding and organizational development.</li> <li>• Coordinate EHRA’s key messaging/communications products and communications channels (website, listserv, social media etc.).</li> <li>• Develop and maintain relations with media to ensure EHRA’s presence in media and coverage of key harm reduction and human rights issues.</li> <li>• Develop and coordinate issue-based campaigns based on credible evidence to promote EHRA’s strategic objectives.</li> </ul> |
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<b>JOB DUTIES</b>
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| <ul style="list-style-type: none"> <li>• Work with Senior Management Team to assess needs, set goals, develop strategies and execute tactics in communication, PR and campaigning.</li> <li>• In collaboration with program staff develop and implement awareness raising and advocacy campaigns based on credible evidence.</li> <li>• Rolling out messaging to support program delivery and partnership development.</li> <li>• Rolling out story creating and delivery securing coverage in regional, national and international media.</li> <li>• Support program staff participation at conferences and events (including development of presentations, visual and handouts materials).</li> <li>• Develop and coordinate online content and visual identity of EHRA’s websites and social media channels.</li> <li>• Produce quarterly digest and annual program report that summarize EHRA’s performance and impact for members and internal audiences, primarily partners and donors.</li> <li>• Provide administrative support to Program Team in organizing communication online and printed materials: oversee the consolidated communication budget and track the expenses ensuring the EHRA internal procedures. This includes proactive communication with responsible EHRA staff, relevant companies and other partners i.e. writers, translators, editors, designers and other individual consultants and service providers.</li> <li>• To perform regular M&amp;E of communication activities and products and coordinate learning process with EHRA management using M&amp;E framework and tools.</li> </ul> |
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