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|  | **Job Description:**  **COMMUNICATIONS OFFICER**  **February 2022** |

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| REPORTS TO | Program Team Lead |
| DIRECT SUBORDINATES | - |
| SUBSTITUTES | - |
| EMPLOYMENT | Communications Officer is appointed and dismissed by Executive Director. |

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| 1. **OVERALL RESPONSIBILITIES** |
| * 1. The primary duty of the Communications Officer is to implement the organization’s communication strategy and annual communication plans by employing effective communications and using available resources, means and tools.   2. The Communication Officer provides communications and administrative support to program staff and coordinates EHRA’s key messaging/communications products through communication channels (websites, listservs, social media etc.).   3. Other responsibilities include participation in developing and delivering issue-based campaigns to promote EHRA’s strategic objectives and maintaining relations with media to ensure EHRA’s presence in media and coverage of key harm reduction and human rights issues. |
| 1. **JOB DUTIES** |
| * 1. Provide administrative support to team (e.g. posting on listservs, drafting weekly staff meeting minutes, etc.)   2. Support program staff in developing project related communications (e.g. events, draft and edit content such as press releases, blogs, social media posts, presentations, visual and handouts materials).   3. Maintain content and visual identity on websites and social media   4. Produce quarterly digest, newsletters and annual program report that summarize EHRA’s performance and impact for members and internal audiences, primarily partners and donors.   5. Coordinate production of organizational podcasts.   6. Organize and facilitate interviews   7. Coordinate issue-based campaigns   8. Maintain relations with international and national media to ensure EHRA’s presence in media and coverage of key harm reduction and human rights issues.   9. Perform regular monitoring of communication activities and products. |
| 1. **OTHER TASKS** |
| * 1. Fulfil other tasks aiming realization of internal and external communications strategies and projects, by assignment of the Program Team Lead.   2. Participate in staff meetings and in other events of the organization in person or by teleconference. |
| 1. **RIGHTS AND EMPOWERMENTS** |
| * 1. Act on behalf of EHRA, within the scope of the Communications Officer authority.   2. Submit proposals on how to improve organization of the work in the organization.   3. Familiarize with decisions of the senior management of the organization, which are related with the Communications Officer activity.   4. Ask employees of the organization to present required information (reports, explanations, etc.) and documents.   5. Request assistance of employees of the organization in implementing the duties listed in this job description. |

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| 1. **LIABILITY** |
| * 1. Communications Officer works in accordance with:      1. Articles of Association of the organization;      2. Operational manual of the organization;      3. Code of Ethics of the organization;      4. This job description.   2. Improper, untimely fulfilment or failure to fulfil duties under this job description as provided for in the Labour Code of the Republic of Lithuania;   3. Violations of laws while performing functions as provided for in the Administrative Code, Criminal Code and Civil Code of the Republic of Lithuania.   4. For substantive damage as provided for in Labour Code and Civil Code of the Republic of Lithuania. |

Confirmed by Executive Director

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(signature, date)

Familiarized and agree with Job description:

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(name, surname, signature, date)