

Job advertisement for Communications Officer and Volunteer Coordinator Maternity Cover

Role	Communications officer and volunteer coordinator
Location	Athens, Greece
Employment type	Part-time

1. Main purpose of the job:

- a. To 1) coordinate communication and 2) volunteers within the Faros organization

2. Duties and responsibilities:

- a. Implement Faros communication strategy
- b. External communication on website and social media
- c. Internal communication within the organization
- d. Contact to journalists
- e. Promote Faros' work to external stakeholders
- f. Coordinate volunteers groups and individuals (maternity cover)
- g. Provide training according to Faros' volunteer policy (maternity cover)

3. Qualifications:

- a. Master's degree in Journalism, Communication, Public Relations or similar
- b. Fluency in English and Greek
- c. Able to speak Greek and/or English

4. Personal qualities:

- a. Self-starter/Able to take own initiative
- b. Team worker
- c. High level of flexibility
- d. Ability to retain and maintain confidentiality
- e. Relates warmly to people
- f. Awareness of own limitations and when to seek help/advice
- g. Proactive and enthusiastic
- h. Commitment to their own and others' continuing professional development

To apply, please send your CV and references to jobs@faros.org.gr by 28 March 2018. Please write "Communication" in the email subject line. Certificates of no criminal record will be requested.