

Job Description and Expected Profile

- Able to provide constructive feedback
- Excellent multitasking skills
- Critical thinker with excellent problem-solving skills
- Team player
- Good time-management skills
- Great interpersonal, presentation and communication skills

Fellows will be responsible for tasks in two main areas:

Project management

- Help to plan activities to draft project proposals
- Help to implement projects' activities (including creating a schedule and project timeline)
- Monitor and report on project progress (including tracking deliverables)
- Implement and manage change when necessary to meet project outputs
- Evaluate and assess the result of projects

Social media management

- Collaborate to improve and develop the HHC's social media strategy
- Oversee English-language social media content
- Help research and measure the success of social media activities and campaigns
- Stay up to date with latest social media best practices and technologies
- Develop new ideas and approaches to enlarge social media constituency
- Monitor SEO and user engagement and suggest content optimization

Language Skills

- Fluent knowledge of English

Proposed Time for the NGO Mobility Program

- June-August 2020 (3 months)
- July-September 2020 (3 months)

The program will be implemented in Budapest, Hungary.