

### **Job Description and Expected Profile**

- Manage and update the organization's website
- Manage the organization's social media outreach, including posts in Facebook, Twitter, Vimeo, YouTube and Instagram
- Plan and organize program related public events
- Coordinate the development of the organization's communication products
- University degree in Communications, Journalism, Public Relations, Social Sciences
- 3 years' work experience in communications/outreach/media
- Knowledge and skills in social media and photography, video production skills is a plus
- Team player and communicator, organizational and analytical skills

### **Proposed Time for the NGO Mobility Program**

- April-June 2020 (3 months)

### **Language Skills**

- Fluent knowledge of English

**The program will be implemented in Yerevan, Armenia**