

COMMUNICATIONS OFFICER (Part-time position)

The Mediterranean Institute of Gender Studies (MIGS) is looking for a dynamic Communications Officer to be responsible for MIGS's communications activities. Effective external communications is central to our role as an advocacy NGO. The role requirement is to manage our communications across all channels – online and offline. You will be working with and co-ordinating the work of MIGS staff and consultants. The Communications Officer will work part-time (20 hours per week) and can work remotely and/or at the offices of the organisation in Nicosia.

About the Mediterranean Institute of Gender Studies

The Mediterranean Institute of Gender Studies (MIGS) is a non-profit organization based in Cyprus committed to the elimination of discrimination against women using a combination of research, advocacy and lobbying, awareness-raising, as well as training and education, seminars and conferences, and other activities. For more information on MIGS, [click here](#).

Key objectives:

The overall objective is to increase awareness and promote MIGS projects and activities to diverse stakeholders on a local and international level. Specific objectives are to:

- Develop effective communication plans and approaches to increase our impact;
- Manage our marketing and media response in a professional manner;
- Maintain our range of communications in a timely manner;
- Produce material to quality standards and brand and policy guidelines;
- Work effectively with MIGS project teams and third parties.

Principle duties:

- Develop key promotional messages in consultation with the project teams;
- Assist in coordinating communication activities and events;
- Assist in conducting awareness raising campaigns, events, information dissemination workshops, etc. for project target groups;
- Manage the production – both content and format – of communications products and materials such as infographics, leaflets, videos, publications, etc. independently and/or with the technical support of external providers in line with the organisation's brand and style;
- Plan content and write copy for publications such as project brochures, leaflets, newsletters and other products;
- Plan and write content for website pages and social media posts;
- Update existing contacts' databases and mailing lists and create new ones as needed;
- Monitor relevant coverage in the news and media and assist the MIGS team in planning appropriate and timely responses;

- To gather information, you will work closely with colleagues such as project coordinators, as well as external service providers such as designers and website developers.

The individual must conform to the following qualifications:

- At least a Bachelor's degree in Social Science/Mass communication;
- At least 3 years of professional work experience in designing and executing communication activities;
- Experience in online communications including: developing and implementing online strategies and maintaining websites;
- Ability to work in a team and to sometimes tight deadlines in a dynamic and fast-paced work environment;
- Demonstrated ability to work independently and flexibly, as well as cooperatively as part of a team;
- Very good mastering of English and Greek (both verbal and written);
- Knowledge of and experience with media production, communication, and dissemination techniques and methods;
- Proficient in use of computer applications related to the tasks.

Desirable:

- Understanding of debates on gender equality and women's rights
- Experience of working with local/international NGOs.
- Technical skills for independent creation of infographics, leaflets or other visual communication tools.
- Experience in working on gender equality and/or human rights issues.
- Knowledge of graphic applications like for instance Photoshop or Publisher.

Personal characteristics:

- **Adaptability:** Demonstrate willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- **Behave Ethically:** Understand ethical behaviour and organisational practices, and ensure that own behaviour is consistent with these standards and aligns with the values of the organisation
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organisational effectiveness.
- **Organise:** Set priorities, develop work schedules, monitor progress towards goals, and keep track of relevant data and information

- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem
- Think Strategically: Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organisation.

Reporting Line

The Communications Officer will report to the Director.

Conditions of employment:

Starting date: February 2017

This is a fixed-term appointment for one year.

Part-time: 20 hours per week (flexible)

Location: flexible (some office presence may be required as needed).

If interested, please apply by:

- Sending a **CV and a motivation letter** in English as well as **two references** we may contact who are familiar with your expertise to info@medinstgenderstudies.org.
- Deadline: 31 January 2017.

According to the number of applications, we might not be able to contact all applicants but only those who will be invited to a job interview. We apologize for that.

We thank you in advance for your interest in working with MIGS and for providing us with the required information.