

## Communication specialist

### Job description

We are looking for a highly motivated and well trained team member to manage and coordinate communication tasks of the Visegrad Insight, Res Publica Foundation team in Warsaw.

The communication specialist will engage in the day-to-day work of our team and support the vast development of the operation in Poland and CEE. The key task at this position will be to contribute to building strong relationships with external audiences and coordinate media, social media and other communication that contribute to that goal.

### Responsibilities

- Organize and coordinate events and key public engagements related to ongoing projects across the EU from the office in Warsaw
- Coordinate team communications and manage the promotion of our products on social media and among the media partners
- Support PR efforts that develop Visegrad Insight, Res Publica Foundation relationships with partners
- Prepare materials to effectively support the communication plan, including press releases, brochures, newsletters and any other news related items
- Manage and expand our databases, keeping them up to date
- Encourage new ideas and strategies regarding further communications strategies

### Qualifications

- Interest and a good understanding of Central European public debate
- Bachelor's degree in journalism, marketing, advertising, communications, or related field
- 3-5 years professional experience in public relations, media or related field.
- English language (B2 level the minimum) and willingness to use it on an everyday basis
- Strong project management skills and experience working with multiple campaigns
- Experience in social media campaign management on Twitter, LinkedIn and Facebook
- Strong creative writing skills (ability to craft content that increases public engagement)
- A keen eye for storytelling and relationship building with social media audience, while supporting the Center's goals and strategies
- Able to think strategically, and willing "to roll up sleeves" to help implement the programmes; a self-starter approach to completing projects, as well as improving processes and procedures.
- Willingness to take initiative and propose new ideas
- Be a team player and enjoy working collaboratively
- Ability to thrive in a busy, multi-sensory, and highly collaborative work environment
- Excellent interpersonal skills, with a sincere commitment to developing productive relationships, both within and beyond the institutions.

## We offer

- Unique work experience with the most networked media and analysts platform in the CEE
- Work as part of an international multicultural team
- Dynamic and creative tasks involving working trips and conferences
- Communication with top political and social leaders, experts and academia circles, media and business representatives
- Influence on the agenda of the organisation
- Office space in the city centre with hybrid/telework solutions possible;
- Career path development
- B2B contract or mandate / specific task contract;
- Remuneration for a start between 3.500 - 4.500 PLN gross (depending on your experience)

**Job starts in November 2021. Please send your CV at [apply@res publica.pl](mailto:apply@res publica.pl) (please include "Communication Specialist" in the message title) no later than November 2, 2021.**

## Note

Only applications including the following clause will be considered: "I consent to the processing of my personal data for the purposes necessary for the recruitment process in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (RODO)." „Wyrażam zgodę na przetwarzanie moich danych osobowych dla potrzeb niezbędnych do realizacji procesu rekrutacji zgodnie z Rozporządzeniem Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych oraz uchylenia dyrektywy 95/46/WE (RODO)."

We contact only selected candidates.