

POSITION AVAILABLE: COMMUNICATIONS OFFICER FOR REF

DEADLINE: 31 OCTOBER 2018

Terms of Reference

The Roma Education Fund's (REF) mission is to invest, education and engage Roma children and youth, parents, governments, institutions and policy-makers in the ultimate goal to close the gap in educational outcomes between Roma and non-Roma.

The objectives of REF include:

- Expanding Romani children's access to quality early childhood education and care
- Improving primary education outcomes for Romani children aged six to fourteen
- Boosting academic performance and graduation rates from secondary education for Romani pupils
- Supporting access to tertiary education, improving graduation levels and strengthening identity of Romani university students
- Expanding employment opportunities for young Romani adults

The Roma Education Fund operates its activities in close links with civil society and institutional partners in 16 countries of Central and South Eastern Europe.

Candidate Profile

The Communications Officer is part of a collaborative and fast-paced team which includes the Fundraising Officer and the Senior Communications Officer. The candidate should be an experienced communications professional with expertise on vulnerable groups and solid judgment on how to highlight them through different media.

The Communications Officer will report to the Executive Director of the Roma Education Fund. The position is based in Budapest.

Essential Duties and Responsibilities include the following:

- Write press releases, op-eds, speeches;
- Develop creative multimedia products (e.g. print, electronic, audio, visual, etc) to reach target stakeholders and audiences;
- Edit and design Annual Report of REF, brochures, country factsheets, articles, presentations, research papers;
- Website editing and uploading;
- Social media updates (Facebook, Twitter, Instagram, LinkedIn) and other media and information tools (REF blogs);
- Participate in the development of network branding and identity;
- Monitor REF's performance and trends in national and international media, pinpointing countries/areas for action (Media monitoring and quarterly reports);
- Procurement, tenders and selection of service providers and recruitment of consultants;
- Manage video and photography contracts and coordinate assignments;
- Maintain spending targets for each budgetary year;
- Press and public relations events organization (design, contractors, press and media monitoring);
- Some travel required.

Required skills:

- Master's degree with 3 years of relevant professional experience or Bachelor's degree with 5-7 years relevant professional experience;
- Experience in an international news outlet, public relations agency or international NGO, with ongoing relationships with editors and journalists covering the region;
- Outstanding English-language writing, verbal, and editing abilities;
- Microsoft Office;
- Effective writing (articles, press releases);
- Digital literacy;
- Website administration;
- Knowledge of emerging trends, best practices, key media organizations and networks active in the field relevant to media and communications will be considered a huge asset;
- Knowledge on how to manage video and photography products/subcontractors will be considered a huge asset.

Added value:

- Experience in working on Roma issues
- Knowledge of Romanes or languages spoken in Central and South Eastern Europe;
- Strong understanding of social media;
- Familiar with Adobe Creative Suite or other similar software.

Start Date: ASAP

Location: Budapest

Compensation: Commensurate with experience

Please send a letter of interest and your professional CV to commrecruitment@romaeducationfund.org by October 31, 2018.