



VACANCY

Communications Coordinator

Do you want to work in a dynamic organization committed to improving health and protecting human rights?

Do you have expertise in developing and conveying ideas and messages to diverse audiences?

Are you detail-oriented, creative, and enjoy taking the initiative?

ECOM is seeking a Communications Coordinator to advance the organization's mission.

ECOM — Eurasian Coalition on Health, Rights, Gender and Sexual Diversity is a regional non-profit association advocating for improved access of gay men and other men who have sex with men (MSM) and trans people to evidence-based and human rights-oriented services in sexual health, including HIV, in Eastern Europe and Central Asia (EECA)

The Communications Coordinator will be responsible for developing and implementing ECOM's communications strategy, ensuring tailored but aligned messages to ECOM's diverse audience: communities, civil society partners, healthcare experts and officials, decision makers, donors, media and others.

The Communications Coordinator reports to the Executive Director, oversees a Communications Officer, and collaborates closely with the whole team in developing and implementing the communications strategy and products.

RESPONSIBILITIES

- Development and implementation of ECOM's communication strategy that promote the organizational mission and principles.
- Coordination of ECOM's key messaging, information products and communications channels.
- Analysis and adaptation of the communication strategy implementation.

TASKS

1. **Preparation and oversight of the communication plan** based on the communication strategy

2. Development of information events and campaigns

- Advocacy and media campaigns, public online and offline events, webinars (incl. in cooperation with other staff members)

3. Preparation of information materials and communication products

- Annual report of the organization
- Texts (press releases, articles, social media posts),
- Briefs and fact sheets on key topics
- Cases, stories, interviews with community leaders and members of ECOM, newsbreaks
- Other information materials (studies, reports, surveys - in cooperation with other staff members)
- Infographics, and other visual representations of ECOM's work
- Video content
- Creative solutions for promotion of communication products

4. Media and Public Relations

- Establishing contacts and working with media
- Preparation and support of ECOM speakers and experts for public speaking
- Pitching topics and ECOM experts for media
- Organization of special media events

5. ECOM's website, electronic mailing lists, development and oversight of SMM

6. Maintaining ECOM's brand and visual style in all communications

7. Outreach to and feedback from ECOM members

8. Other tasks

- General communications support to other staff
- Oversight of the administrative and technical side of the communications work (subcontractors, online accounts, technical support for other staff, etc.) – implemented by Communications Officer and Procurement Officer
- Other tasks within the general scope of duties

REQUIREMENTS

Expertise

- Degree in communications, journalism or related field, or equivalent longer-term working experience;
- A minimum of three years of experience in relevant field
- Skills and expertise in implementing media/public awareness campaigns
- Expertise of media content development (articles, video clips, etc);
- Knowledge and experience of effective delivery of messages;
- Excellent verbal and written communication skills;

- English and Russian language speaking and writing skills;
- General understanding of working in and with NGOs, civil society and communities.

Skills and Competencies

- Strong interpersonal skills and finding approach to different peers;
- Team work;
- Organizational and coordination skills;
- High acceptance of diversity and zero tolerance to discrimination.

CONDITIONS

The contract is concluded until the end of 2023 with possibility of extension. Three months of trial period

Workload: full-time

Location: anywhere, no relocation to Estonia;

Starting: ASAP

HOW TO APPLY

Interested candidates are invited to send their applications with a subject 'Communications Coordinator' to contact@ecom.ngo.

The application should include:

- a concise cover letter outlining suitability and salary requirements.
- CV indicating relevant experience and contact details of two references;
- at least three samples of relevant work in communications, journalism, or a link to your portfolio;

Deadline for application submission: 13 February 2022, 23:59 Tallinn time.