



Organisation:	Mediterranean Institute for Nature and Anthropos (MedINA)
Position:	Communications Officer
Location:	Athens
Status:	Part time (possibility for full time)

Main responsibilities:

- Contribution to the design and implementation of MedINA's communication strategy.
- Content creation to support the organisation's communication needs in Greek and English.
- Creation of communication material such as brochures, press releases, digital material etc.
- Management of MedINA's website and social media.
- Plan and organise events at local, national and international level.
- Promote MedINA's presence in the national and international media.
- Support in secretarial and administrative tasks.

Required qualifications:

- Bachelor's and/or Master's degree in environmental sciences and/or communication and/or social sciences.
- At least two years of work experience in communications, preferably in the field of NGOs and/or on issues of nature and/or culture.
- Excellent oral and written communication skills in English and Greek, as well as public speaking skills.
- Experience in writing and editing content for communication material.
- Experience in managing online tools and social media.
- Experience in designing communication strategies and campaigns.
- Excellent computer skills and proficient user of the MS Office suite.
- Ability to travel in Greece and abroad.
- Driving license.
- Excellent team working skills



Desired qualifications:

- Knowledge of additional languages especially of the Mediterranean region (mainly French, Spanish, Arabic).
- Experience in the organisation of events/meetings for Greek and international audiences.
- Experience in organising environmental education activities.
- Experience in using image editing software.
- Participation in voluntary community-based actions and/or activities of environmental or cultural organisations.

Interested candidates are invited **to send a CV and cover letter to info@med-ina.org with "Communication Officer" as the subject title.**

Deadline for submission of applications: 16/02/2018

For more information on MedINA, please visit www.med-ina.org

**The cover letter should not exceed one A4 page. The candidate should describe why he or she is suitable for the proposed position and interested for working in MedINA. Candidates are invited to attach examples of communications work they have completed in the past, particularly written communication, or include links to on-line content.*