

## *Job Opportunity*

### *Public Relations*

[Balkan Green Foundation \(BGF\)](#) is a regional organization that promotes inclusive and equitable progress in the Western Balkans within the sustainable development domain. BGF has been successfully positioned as a key strategic partner for regional and global institutions, organizations and communities to promote sustainable development, transform innovative concepts into powerful solutions and strengthen regional and global partnerships.

Balkan Green Foundation is inviting applications to apply for a **Public Relations** position. The candidate should be available to start working from **15 October, 2021**, at its offices located in **Prishtina**.

#### **Major duties and responsibilities include:**

- Developing and implementing communications strategies & work-plans, campaigns, events and other initiatives;
- Preparing and editing organizational promotional materials and publications, including newsletters and reports;
- Organizing press events, handling interviews requests, and providing responses to requests from media relating to BGF and its work;
- Updating and maintaining Web content and social media;
- Drafting talking points and messages for the Office;
- Planning or directing the development of programs to maintain favorable public views of the organization's agenda and accomplishment;
- Seek opportunities for partnerships, sponsorships and advertising;
- Tackling and analyzing media coverage;
- Perform other duties as assigned.

#### **Requirements / Essential Skills / Attributes**

- Master's degree (preferable in Journalism, Communications, Public Relations, Marketing or other related fields);
- Proven work experience on a similar role;
- Excellent written and verbal communication skills;
- Ability to think both creatively and strategically;

- Ability to run PR campaigns that deliver measurable results and meet objectives;
- Strong analytical and problem-solving skills;
- Able to work independently and under deadline pressure;
- Good organizational skills including attention to detail and multitasking skills;
- Proficient in MS Office programs, especially in MS Word and PowerPoint;
- Strong written and oral communication skills in both English and Albanian. Serbian is an asset.

Applicants are kindly requested to send a C.V and a cover letter including information on their experience and previous work record to [info@balkangreenfoundation.org](mailto:info@balkangreenfoundation.org) until **03 October 2021 at 23:59**. Applications received after this deadline will not be accepted. Only shortlisted candidates will be contacted. The subject line of the e-mail should state: "Job Opportunity for Public Relations".