

Call for Public Relations Officer

Environmentally Responsible Action (ERA) group

EKOsovo – Development through Biodiversity — a project funded by European Union's IPA programme for Kosovo

Job description & requirements

As part of the EU-funded project “EKOsovo – Development through Biodiversity”, ERA is looking for a part-time (10 hours per week) Public Relations (PR) Officer, preferably based in Peja. More information regarding ERA and EKOsovo can be found www.eradirect.org. The applicant must be fluent in written and spoken English and Albanian, Serbian is beneficial. The applicant is preferred to have work experience in the public relations field, and have already existing contacts with media in Kosovo. Interest and knowledge in environmental issues is a plus. We are looking for enthusiastic and motivated applicants, who are able to work without constant supervision.

Typical work activities

Tasks involve:

- developing PR strategies in agreement with ERA and ECLO visibility guidelines;
- liaising and answering enquiries from media, individuals and other organizations, often via telephone and email;
- researching, writing and distributing press releases per activity to targeted media;
- collating and analyzing media coverage to be submitted monthly;
- writing contributions for brochures, annual report and other ERA written material;
- sending a quarterly email newsletter to ERA members, volunteers and supporters;
- submitting information and weekly updates for the organization's website;
- organizing events including press conferences, photo opportunities, and exhibitions;
- attending monthly meetings with local project manager.

Compensation

The ERA PR officer will receive 150 euros compensation per month (before taxes). Job expenditures such as mobile costs, transportation, and materials will be additionally reimbursed. Interested applicants should send motivation letter and CV to Ellen Frank at ellen.frank@gmail.com with subject line “Attn: ERA PR officer”. Feel free to contact ERA with questions regarding the position by email.

The application deadline is 11 March 2011.



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