

Call for a Digital Communications Officer

We are looking for a full-time digital communications professional to substitute for our colleague on maternity leave.

We aim to uncover EU opportunities for Ukrainians: to make sure artists join residencies, researchers make use of fellowships, students experience exchanges, and change agents receive the funding and tips they need to change Ukraine for the better. You will assist in this, spreading the word about House of Europe and the best EU opportunities via our social media and media partnerships.

We promise to provide the resources and team to test your ideas and a job with a mission. If this is for you, **we are looking for your application before 29 May 2023, 15.00 Kyiv time.**

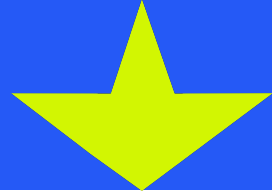
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House of Europe

House of Europe is an EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU*¹ countries and the UK. The programme focuses on different professional fields: culture and creative industries, education and youth work, social entrepreneurship, and media.

This encompasses 20+ separate programme lines enabling to keep working despite the war, to carry out personal projects, or to enrol in courses, conferences, and internships in the EU*. The programme funds cultural cooperation and literature translation between Ukraine and the EU*, along with the revitalisation of cultural infrastructure. House of Europe supports

¹ Here and further in the text whenever marked with *: plus the United Kingdom. The EU countries include Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.



the safeguarding of Ukrainian cultural heritage and the development of creative and educational start-ups. Various learning and matchmaking opportunities such as Digital Labs, workshops, discussions, conferences, and hackathons are offered.

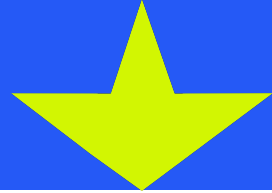
The programme is implemented by Goethe-Institut, the cultural institute of the Federal Republic of Germany. A Digital Communications Officer will coordinate the communication of House of Europe and all its programme lines and will be part of the team of Goethe-Institut Ukraine.

Your daily routine

- Managing our social media accounts on Facebook, Instagram, Telegram, and YouTube
- Running paid social media campaigns
- Managing design tasks with a graphic designer and creating simple visuals in our template in Canva
- Promoting open calls in media: managing media partnerships, publications of announcements, and paid materials
- Coordinating partnerships with EU Delegations to Ukraine, EU programmes, and partner organisations
- Coordinating video production of short promo videos for social media
- Managing media monitoring system and subscriptions to other digital services
- Managing and organising events
- Keeping track of key indicators and drafting six-month reports
- Synchronising digital communication of House of Europe with communication of Goethe-Institut Ukraine

Skills and qualifications needed

- 2+ years of experience in social media management or digital communications
- English and Ukrainian to C1 level
- University degree
- Experience with content management systems, as well as analysis and evaluation of social media channels



- Experience with running promo campaigns on Facebook and Instagram
- Good knowledge of Canva or other photo and video editing applications
- Excellent writing skills and impeccable grammar
- Strategic thinking, creativity, proactivity
- Excellent communication skills backed with a positive and diplomatic personality
- Affinity for agile forms of work and the ability of working in a hybrid international team
- Organisational skills and sense of responsibility
- Ability to manage several complex tasks without losing the quality of performance

Will be an asset

- Confident German
- Experience with video production
- Experience in event management
- Experience in working for donor-funded projects
- Experience in working in an international, English-speaking environment

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What will you get

- Full-time job with flexible working hours from July 2023 till June 2024.
- In the ordinary conditions – job in a modern office in the historical Pechersk district of Kyiv. During the war – the opportunity to work remotely.
- Good salary and employment contract according to Ukrainian labour legislation.
- Health insurance and free German language courses at Goethe-Institut Ukraine.
- International multi-skilled team working on a challenging EU programme in Ukraine.

How to apply?

Please create one single PDF file, featuring:

- **Application form** filled out in English



- CV in English
- Portfolio or a document with links to your recent works and a few words on your role on the project
- University degree and other relevant work, education, language certificates

Please send your PDF file to hr@houseofeurope.org.ua with the subject "House of Europe Digital Communications Officer". The deadline for applications is 29 May 2023, 15.00 Kyiv time.

Do not forget to mention your telephone number. We will call you to schedule a meeting if your application catches our attention.

Whatever the answer is, all candidates will be contacted.