



## VACANCY

<b>JOB TITLE</b>	ALDA Communication officer
<b>CONDITIONS</b>	Short term position (12 months), possibility of renewal Junior position and salary proposed according to staff regulation Full time position
<b>STARTING</b>	As soon as possible, interview taking place early of May 2009
<b>LOCATION</b>	Brussels, office of ALDA
<b>RESPONSIBLE TO</b>	Association of the Local Democracy Agencies, Director

### DUTIES AND RESPONSIBILITIES

Communication and press office :

- prepare the press releases for the organisation
- contacts with the press and the media
- update the website
- organize press campaign for activities
- organize and follow the communication with the members and partners of ALDA (according to the Communication plan proposed by the Director)
- Draft the newsletters and annual report and other communication tools
- Identify communication strategies to cover different countries

### REQUESTED CAPACITIES

- Understanding of the social and political situation in Western Balkans. Knowledge of the situation in Southern Caucasus is an advantage.
- Proven experience in press office
- Good written capacities in English, French (Italian and Croatian or other languages of Western Balkans are an advantage)
- Proven networking capacities
- Capacities to work autonomously but in cooperation with the tutor
- Capacity of initiative and vision
- Capacity to identify innovative solutions
- Good public relations capacities with local authorities and civil society