

Job title: Communications Officer	Function: Communications
Reports to: Communications Manager	Location: Berlin
Direct reports: None	Work level: 1
Hours: 24 hours per week (3 days)	Term: Fixed 13 month contract (maternity cover)
<p>Overall purpose of job:</p> <p>Communications: In this position you'll be the lead on planning and scheduling content for all social media platforms, you'll brainstorm blog stories and curate both internal and external newsletters. You'll also be responsible for managing all content received from the national teams at our Skate Schools, and have the opportunity to assist in the planning and implementation of bi-annual fundraising campaigns from brainstorming ideas to creating assets and overseeing the final launch. Alongside these responsibilities, you'll assist the Communications Manager a variety of other tasks, such as managing media coverage and drafting press releases.</p> <p>Marketing: You will also be responsible for advancing Skateistan's digital marketing strategy across social media and search engines, ensuring that we increase our reach and our engagement with online content. You will measure the performance of all campaigns and analyse best practices as well as adjust strategy and activities based on that. You will also conduct paid search campaigns and leverage data and analytics to drive insights.</p>	
<p>Key Responsibilities</p> <ul style="list-style-type: none"> ● Managing weekly content from local project sites ● Planning, scheduling and engaging with social media calendar for all global social media accounts ● Briefing, writing and editing content and interviews for the Skateistan blog ● Drafting monthly external and internal newsletters ● Responding to communication inquiry emails and social media messages ● Supporting in the planning and implementation of bi-annual fundraising campaigns ● Working with the Designer to create assets for campaigns and Skateistan's online shop ● Implementing and advancing Skateistan's digital marketing strategy ● Compiling regular data reports on performance of our social channels and website <p>Skills and experience required:</p> <p>Essential</p> <ul style="list-style-type: none"> ● Graduate in Communications, Journalism, Marketing, Media or related degree with a strong emphasis on writing 	

- At least two years of experience working in communications or a similar role
- Able to commit to 24 hours/week during regular office hours (Mon-Fri, 9am-5pm)
- Native-level English and excellent writing skills
- Experience in social media management
- Proven track record of working with paid media: especially Facebook and Instagram; nice-to-have: LinkedIn and YouTube
- Experience working with Google Analytics, Google Ads and Google Tag Manager
- Good understanding of email marketing and ability to actively analyse campaigns
- Highly proficient in Word and experience using google drive
- Highly organized and able to multi-task
- Self-motivated with a sharp eye for detail
- Strong time management skills.

Desired:

- Basic knowledge of Adobe Creative Suite a plus
- Experience volunteering for a non-profit
- German language skills are an asset

How to apply:

If you are interested in applying for this position, please send CV, cover letter, and a writing sample in PDF format to jobs@skateistan.org with the subject **COMMUNICATIONS OFFICER**.

*The deadline to apply for this position is **May 21, 2019**.*

Due to a high number of applicants, only shortlisted candidates will be contacted.