



Job Vacancy: Communications Coordinator

The Border Violence Monitoring Network is recruiting a coordinator for press relations, social media, campaigning and digital communications.

Description of BVMN:

The Border Violence Monitoring Network (BVMN) is an independent network of NGOs and grassroots associations mainly based in the Balkan region, as well as Greece and Turkey. The network monitors pushbacks and other human rights violations at the external borders of the European Union and advocates for the end to violence against people-on-the-move, freedom of movement, and safe means of passage. BVMN was created in 2016 when several actors became aware of the existence of violent pushbacks of asylum seekers along the so called "Balkan Route" and began to document such cases via a common oral testimony framework which feeds into an online archive. This unique database has become the basis for the wide ranging activities carried out by BVMN today in the field of advocacy, litigation, and public awareness.

Role Description:

BVMN is looking for a Communications Coordinator to facilitate the network's digital comms work including: press engagements, social media, mixed-media campaigning, website, newsletter and online events. We are looking for experienced and dynamic applicants to liaise with our members, implementing timely and representative PR work which advances BVMN's political objectives and is in tune with a values based approach to denouncing border violence. The post is a remote position and starts from December 2021. The coordinator will be paid a competitive salary for 20 hours per week, with a high level of flexibility in working hours. Contract, salary and fringe benefits will all be discussed in the interview.

Key Responsibilities:

Press relations

- Responding to press requests via email, telephone and other platforms
- Liaising with network members and working groups to arrange comment, citation or appearances (print, online, TV, radio, podcast)
- Tracking footfall in media and reporting on achievements
- Maintaining a core database of press contacts in a directory
- Engaging media through press releases and other means

Social Media

- Developing and maintaining a communications plan and posting calendar
- Sourcing and creating bespoke visual and written content for BVMN digital channels
- Working closely with the network (advocacy, field, research, legal) to share content
- Engaging in online actions and public awareness with external partners

Multimedia campaigning

- Coordination and implementation of an online campaign of short videos and visual content about the network and its work.
- Liaising with members and the wider network to transmit core messaging and engage new audiences.
- Maintenance of social media channels, website landing page and translated content.

Newsletter and website

- Preparing the newsletter emails for monthly reports and special releases
- Drafting and posting blogposts to accompany reports and new content
- Updating and editing parts of the website text
- Updating the “Press Clippings” section with news sources

Webinars

- Setting up new webinar (or hybrid) events in collaboration with network members, working groups and external partners
- Reaching new audiences through targeted promotion work
- Hosting and technical support of the events

General Communications

- Responding to general email requests to the network
- Forwarding requests to relevant partners and working groups
- Tracking contacts in a directory
- Arranging and attending relevant meetings to make introductions/new contacts

Requirements:

- High proficiency in digital communications tools (including social media and website platforms like WordPress)
- Experience in communications work for NGOs, grassroots initiatives and campaigns
- Experience in leading and implementing online campaigns
- Sensitive and efficient interpersonal skills
- Strong time and task management skills
- Excellent knowledge of English (oral and written), with other languages considered as a major plus

What BVMN can offer:

- International environment with a young and dynamic team tackling a current issue of Europe-wide importance on the grassroots level
- Space for creativity and self-organized actions
- Remote role with great flexibility in working time
- Training on the networks workflow and current scope of action
- Possibility of professional growth
- A fixed-term contract for 20 hours per week (flexible working schedule)

The panel will give additional consideration to:

- Person of colour/BIPoC
- Person of transit background

- Previous and current experience with BVMN
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HOW TO APPLY:

Interested persons are kindly invited to present their candidacy by sending their CV*, a Letter of Motivation, and contacts for a minimum of two references to: jobs@borderviolence.eu specifying in the subject: *Communications Coordinator*.

*Applicants may also provide a sample of writing, sample of previous work and/or portfolio where relevant.

Deadline for applications: Friday 26th November 2021 (midnight CET)

Selected candidates will be contacted via email for a follow-up interview.