



## Job description

<p><b>Name of vacancy:</b> Public relations and Campaigns officer</p>	
<p><b>Name of Organization</b> OxYGen Foundation for Protection of Youth and Women Rights</p>	
<p><b>Mission of the Organization</b> OxYGen is an independent advocacy and development foundation driven by its vision of an Armenia free of poverty and suffering, in which women and men can exercise their rights and influence decisions that impact on their lives.</p>	
<p><b>Accountability</b> The employee reports directly to the Executive Director of the organization.</p>	
<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ensure the visibility of the organization, organize media campaigns, prepare all related necessary materials, Establish, and maintain effective relationships with journalists, and coordinate the work with media</li> <li>• Lead the organization's process of developing a strategic document on media, communications, and public campaigns</li> <li>• Prepare Program Visibility Reports. (<i>Write, edit and distribute various types of content, including material for a website, press releases, marketing material and other types of content that take the message to the public</i>)</li> <li>• Ensure visibility of the programs implemented within the strategic goals of the organization, working closely with journalists and media</li> <li>• Prepare and distribute information materials, real-life-stories, movies, and photo stories, highlighting the achievements of OxYGen projects</li> <li>• Work closely with OxYGen partner organizations and alliances to ensure information exchange is done smoothly and foster effective collaboration</li> <li>• Keep track of program documents by ensuring the collection of protocols, meetings, as well as the storage of publicity programs related documents</li> </ul>	
<p><b>Required skills and qualifications</b></p> <ul style="list-style-type: none"> <li>• Higher Education</li> <li>• At least 3-year experience on communication and campaign in NGO sector</li> <li>• Excellent verbal, written, and interpersonal skills</li> <li>• Analytical thinking, innovative, strategic, practical, and innovative thinking,</li> <li>• Collaborative, flexible and solution oriented</li> <li>• Experience representing the organization among partners, private sector organizations, Government, and donor agencies</li> <li>• Readiness to spread the idea of gender equality, as well as presenting the needs of vulnerable groups in all areas of the organization's work</li> <li>• Project management skills</li> <li>• Demonstration of creative and innovative thinking when preparing materials to increase visibility of the programmes and organization</li> </ul>	



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- Excellent Armenian, English and Russian language written skills-with the ability to edit, and proofread) and verbal skills-with the ability to negotiate and motivate
- Computer literacy, dissemination of information through online, ensure the visibility of the organization
- Proven knowledge of the Armenian media including social media
- Knowledge of Armenia's socio-economic and political context, as well as insights into regional and global processes
- Film making skills
- Public campaign management skills
- Planning and organization skills

Applications can be submitted by e-mail: [recruitments@oxygen.org.am](mailto:recruitments@oxygen.org.am)

The deadline for application (CV and Cover letter) submission is 26 December 2021