



Position: Communications and social media Officer (CSMO)
Name of Organization: OxYGen Foundation for Protection of Youth and Women Rights

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.

Through its projects, OxYGen brings positive change to the lives of poor people, inspiring women and youth as change agents, and strives to achieve sustainable impact in democratization and development of the country.

DESCRIPTION OF THE SERVICES

The Communications and Social Media Officer is responsible for the smooth implementation of the Organization's **communications activities and ensuring visibility, including through managing the social media accounts.**

Requested services

- **Online platforms:** Maintain OxYGen's social media accounts (Facebook, Instagram, Twitter, YouTube) and website through daily monitoring, developing content and posting based on the monthly/weekly plans.
- **Content development:** Draft website stories/news stories/press releases/human interest stories and/or other materials in close coordination with the programme teams; prepare visuals, including infographics, for disseminating through the website and social media channels.
- **Branding and visibility compliance:** Contribute to developing projects' visibility packages; ensure receiving donors' approval including through EU's digital platform.
- **Events and site visits:** Support the programme teams in organization and implementation of events in the frames of the projects; if necessary, conduct site visits with the teams to compile information for communications materials.
- **Photo taking/maintaining the photo archive:** Upon necessity, participate in the Organization's level and/or Project events to take photos; conduct further selection and editing of the photos; maintain the photo archive.
- **Campaigns and advocacy:** Contribute to implementation of the campaigns designed under the projects; suggest innovative ideas of developing and implementing social media and other campaigns to deliver the messages of the projects more comprehensively.
- **Reporting:** Contribute to preparing communications and visibility reports under the projects.
- **Documentation and file management:** Draft minutes and communiques, if necessary; maintain the folders and archives related to communications and visibility activities.
- Conduct any other tasks required for successful implementation of the Organization's and Projects' communications and visibility activities.
- Other related activities and support as assigned by the management.

Main qualifications

- Bachelor's Degree in communications, journalism, public relations or a related field;

- At least two years of similar work experience;
- Demonstrated and extensive social media experience is an added advantage;
- Excellent written and oral Armenian and English communication and text-writing skills;
- Advanced working knowledge of MS Office (Word, PowerPoint, Excel and Publisher);
- Basic design and layout skills (in using Adobe Photoshop and/or Adobe Illustrator and online layout platforms);
- Photo taking skills;
- Ability to work independently;
- High level of integrity, accountability, and punctuality;
- A good team player.

Reporting

Monthly reports on the projects progress and rendered services – with attachments as relevant.

Application procedure

Applications can be submitted by e-mail: recruitments@oxygenfund.am

The deadline for application (including CV and a Cover letter) submission is **12 November 2022**.