

JOB VACANCY

Communications and Marketing Associate

WHO WE ARE

SAFE (Security and Freedom for Europe) is a not-for-profit foundation focused on promoting high-impact activities in the security, defence, rule of law, and fundamental rights sectors with a focus on Central Europe, the Western Balkans, North Africa, the Middle East and Asia. SAFE's core activities encompass CBRN risk mitigation, the fight against organised crime, asset recovery, counterterrorism, as well as technologies for law enforcement.

Composed by specialists who have been working in the relevant sectors for over 25 years, SAFE is building a multidisciplinary hub of in-house highly technical experts to promote security and freedom throughout the world, disrupting the dichotomy that increased security is incompatible with the concept of liberty. In the frame of its activities, SAFE can count on the sectorial and geographical experience of its project group as well as on a pool of partners that include high-level universities, specialised industries, research centers as well as national and local Law Enforcement Agencies.

JOB DESCRIPTION

SAFE is currently looking for a Communications Officer to work autonomously managing the internal and external communications of SAFE.

Post location: Soave (Verona)

Contract starting date: 15 October 2021

Type and duration of the contract: 1 year – with possible extension

Salary range: 1800€ – 2500€

YOUR TASKS

- ❖ Draft and edit of internal and external communications material (e.g. website posts, email campaigns, social media posts)
- ❖ Develop creative and engaging social media strategies and communication plans
- ❖ Manage the day-to-day handling of SAFE's social media channels, including SAFE Projects, such as LinkedIn, Twitter etc, adapting content to suit different channels

- ❖ Oversee, plan and deliver content across different platforms using scheduling tools
- ❖ Develop, launch and manage campaigns that promote our organisation, brand and events
- ❖ Track analytics and create reports detailing successes and failures of communications campaigns
- ❖ Maintain digital media archives including photos and videos
- ❖ Respond to media inquiries and perform media outreach to achieve brand placement in publications
- ❖ Liaise with external communications agencies or professionals

REQUIRED EXPERIENCE

- ❖ Bachelor's degree in communications and/or Marketing
- ❖ At least 2 years prior experience in a communications or marketing role
- ❖ Understand the best practices of main social media channels including Facebook, Instagram, LinkedIn etc.
- ❖ Must possess exceptional writing skills and be able to compose engaging and accurate content
- ❖ Strong communicator who works well independently and in a team
- ❖ Excellent time management skills and multitasking
- ❖ Excellent knowledge of Microsoft Office and Open Office Suite
- ❖ Good Knowledge of WordPress based website
- ❖ Knowledge of Adobe Photoshop, InDesign, GIMP and Illustrator is an asset
- ❖ Understanding of communications, public relations and marketing best practices
- ❖ Ability to think strategically and identify ways to improve communication efforts
- ❖ Must be resourceful and take initiative even when given minimal direction
- ❖ English and Italian proficiency

HOW TO APPLY:

To apply for this position, please send your updated CV and Motivational Letter to Valentina@safe-europe.eu by September 30th, 2021.

Only shortlisted candidates will be contacted. The selection process will include a screening interview, a written test and a final interview.