

The European School LTD is pleased to announce the opening for the Head of Strategic Communications Division

Purpose of the Position: Develop and manage school's external and internal communication strategy; The Head of the Strategic Communications Division acts as a key liaison among management, providing executive support on strategic communications.

Duties and Responsibilities

- Developing and managing school's external and internal communication strategy;
- Developing and managing communications strategy of the school;
- Developing and implementing communications strategy with school's key stakeholders: parents/guardians, education administrators, teachers, support and technical staff.
- Developing and managing Teachers' Exchange Programs;
- Developing and managing Students' Exchange Programs;
- Organizing summer/winter schools for students;
- Participation in various educational events and fairs;
- Developing innovative communication procedures as appropriate;
- Implementing targeted communications strategies;
- Applying new communications tools as appropriate;
- Managing relationships with media;
- Speaker for the school;
- Assigning tasks to the employees under her/his supervision; ensuring their professional development;
- Reporting to the Academic Director every week;
- Fulfilling other tasks under her/his competence assigned by the immediate supervisor.

Qualification:

Education

- Bachelor's degree in International Relations/Public Relations/ Journalism and Communication
- Master's degree in International Relations/Public Relations/ Journalism and Communication is preferable

Experience

- At least 3 years of experience working as a Strategic Communications Manager

Knowledge, skills, and abilities

- Excellent Knowledge of English Language

Computer Skills

- MS Office, Outlook, Gmail, Google Drive

Personal Skills

- Communicative
- Creative
- Organized
- Detail-oriented
- Stress management
- Readiness for professional development

If you are interested in this position, please send your resume (CV) at: vacancy@europeanschool.ge till 30 September, 2019. Please, indicate in the subject line the position you are applying for, otherwise your resume will not be considered.

By sending your data, you understand and accept that the organization might collect, process and store submitted information (your CV) for the purpose of your employment within the scope of Law of Georgia on Personal Data Protection. Personal data will be solely used for the purpose stated above and it will not be transferred to the third party without your consent.