

Job Opening at the European School LTD

The Manager of Public Relations and Strategic Communications Division

Duties and Responsibilities

- Formulating strategies, policies and procedures of Public Relations and Strategic Communications Division;
- Promoting the school image by collaborating with mass media, advertising agencies, PR agencies, state institutions, etc.;
- Initiating events;
- Conducting PR campaigns, collaborating with media, launching joint projects; composing articles about the school for the print media;
- Promoting the school image by organizing events, PR campaigns, charity campaigns, entertaining activities;
- Preparing presentations, articles and press-releases; designing the school's brochures and journals;
- Providing content for the school's official website; preparing relevant content; updating information;
- Managing the school's social media accounts; answering questions and providing detailed information; preparing the content for the school's social media accounts;
- Managing the school's international outreach and strategic partnerships; reaching out to educational institutions and organizations for collaboration;
- Initiating exchange programs; active participation in organizing exchange programs;
- Preparing promotional material; advertising; creating brochures, conducting PR campaigns;
- Reaching out to organizations to establish partnerships; organizing seminars, exchange programs, workshops;
- Presenting the school at international forums to promote its image.

Qualifications

- Bachelor's degree in Journalism or Public Relations;
- At least a 2-year work experience within educational institutions communities;
- An experience of working as a correspondent is preferable;
- International work experience;
- Social media management skills;
- Effective verbal and non-verbal communication skills;
- Excellent command of English Language;
- Additional language is preferable;
- Knowledge of MS Office;

Personal Skills

- Presentation Skills
- Communication Skills
- Creative
- Organized
- Prompt Reaction Time
- Team Skills
- Stress Management
- Multitasking Skills
- Readiness for professional development

If you are interested in this position, please send your resume (CV) at: hr@europeanschool.ge
Please, indicate in the subject line European School Vacancies, but in the letter 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.