



Communications Director *JOB DESCRIPTION*

➤ RESPONSIBILITIES

- Leads the communications unit of the organization and reports to the Chief Executive Officer
- Designs, implements, supervises and evaluates the organization's communication strategy, and implements such strategy upon approval
- Designs and plans high level initiatives with key stakeholders to raise organization's awareness and widened programmatic activities of organization
- Designs and plans strategic communications campaigns and activities targeting the organization's critical publics
- Designs strategic initiatives to promote discourse across the sector (conferences, high level working meetings, etc)
- Utilizes and supervises the maintenance of communications' administrative systems. These include program databases, contact management and reporting systems

➤ CANDIDATE PROFILE

- Creative thinking and content development capacity, especially in regards to digital media
- Extremely self-motivated and organized
- Ability to lead, manage, inspire, and empower his/her team
- Ability to lead, manage and inspire internal teams and external agencies
- Ability to travel domestically, as needed
- Knowledge of state-of-the-art information technology
- Excellent communications skills
- Team player



- At least seven (7) years of professional experience in senior positions
 - University degree in communications, public relations or marketing
 - Additional academic credentials (e.g.: Master's level degree) and relevant professional training courses and/or other credentials will add to the profile of the candidate
 - Proven fluency in English (written and spoken) is a must
 - References to be provided
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➤ **POSITION DETAILS**

- Location: Athens
- Indefinite duration contract
- Private medical insurance, laptop, phone
- Car expenses (fuel, tolls etc.) for work-related movements covered by the organization
- **CV and cover letter (in Greek or English) to be sent to: mona@generationag.org and paschopoulouxenia@gmail.com, using the e-mail Subject "Communications Director application"**
