

## Job description for Communications Officer

Role	Communication Officer
Team	Admin
Reports to	Co-director
Employee type	Part-time

### 1. Overall responsibility

- a. To promote Faros work on social media
- b. To update Faros website
- c. To proofread and edit donor reports and proposals

### 2. Duties and responsibilities

- a. To revise and develop communications plan
- b. To manage social media platforms
- c. To update content on Faros website
- d. To support proofreading and donor updates of grant proposals in InDesign and/or other media
- e. Other ad hoc tasks related to improving Faros communications

### 3. Qualifications:

- a. Relevant educational background or experience in communications
- b. Experience managing social media platforms and editing websites
- c. Experience from the non-profit sector

### 4. Personal qualities:

- a. Self-starter/Able to take own initiative
- b. Team worker
- c. High level of flexibility
- d. Ability to retain and maintain confidentiality
- e. Relates warmly to people
- f. Awareness of own limitations and when to seek help/advice
- g. Proactive and enthusiastic
- h. Commitment to their own and others' continuing professional development

To apply, please send your CV and references to [jobs@faros.org.gr](mailto:jobs@faros.org.gr) by 16 August 2021. Please write "Communication" in the email subject line. Certificates of clean criminal record is required. Only shortlisted candidates will be contacted.