

**The American Chamber of Commerce in Ukraine is looking for Communications Coordinator**

Position is available immediately

**Job Purpose:**

To ensure organization's proper, effective, regular and consistent external communications

**Essential Job Responsibilities:**

- developing and maintaining relationships with relevant local and international press
- developing press-materials
- handling media requests
- monitoring and analyzing media coverage
- organizing and coordinating press-events
- planning and delivering communication campaigns
- developing new communication tools
- identifying additional PR opportunities
- coordinating the development of the Chamber publications and infographics
- creating content for covering Chamber B2G activities in social media
- proof-reading the information related to Chamber B2G activities
- other responsibilities as identified by management

**Essential Skills:**

- strong analytical background enabling the individual to understand topics on agenda of the Chamber B2G activities and develop respective communications materials
- excellent written and verbal communication skills (English, Ukrainian, Russian)
- interest in and good understanding of business and economic environment in Ukraine
- high level of initiative and proactivity
- creative thinking
- responsible and ready to go an extra mile
- ability to work under pressure to meet deadlines
- team player able to work with limited supervision
- motivated quick learner, able to set and reach task-related goals
- good interpersonal and communication skills with a strong customer driven focus
- experience in the government institutions/NGOs, journalism and/or public relations would be an advantage

**We offer:**

- A competitive position in a dynamic, fast-paced work environment
- Positive working environment and great Team
- Individual and professional growth opportunities
- Additional benefits, upon the completion of the probation period, may include full medical insurance, accident life insurance, extra vacation week upon annual review results, etc.

Qualified candidates are expected to send their applications **by November 6, COB** to [asemotyuk@chamber.ua](mailto:asemotyuk@chamber.ua)

We thank all applicants, however only short-listed candidates will be contacted.