

The American Chamber of Commerce in Ukraine is looking for

Junior Communications Coordinator

Position is available immediately

Job Purpose:

- To ensure the organization's high-quality, proper and effective external communications

Essential Job Responsibilities:

- drafting press-materials (interviews, columns, commentaries) for Ukrainian and international media
- drafting talking points/speeches for the Chamber Leadership's external communications (meetings with stakeholders and state officials, forums and events)
- helping to organize and coordinate press-events
- monitoring and analyzing media coverage
- coordinating the development of the Chamber publications and infographics
- planning and delivering communication campaigns;
- creating content for covering the Chamber B2G activities in social media
- handling media requests;
- maintaining relationships with relevant local and international press
- proof-reading and translating 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)
- 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
- interest in and good understanding of business and economic environment in Ukraine
- high level of initiative and proactivity
- 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
- 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.



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UKRAINE

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Qualified candidates are expected to send their applications **by February 17, COB** to asemotyuk@chamber.ua.

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