**GREENLAND project is looking for an assistant communication manager**

ERFC, Partner of “GREENLAND” project (co-financed under the ENI CBC Med 2014-2020 Programme) is looking for an assistant communication manager to support ERFC in the implementation of activities and procedures outlined in Work Packages 2 (WP2) “Communication”, 4 (WP4) “Capacity Building activities (Training, Mentoring, Coaching) and creation of one E-learning platform” , 5 (WP5) “NEETs and Women Traineeship programs at CB and national level in SMEs and JobShadowing” and 6 (WP6) “Sector-skills alliances, Strategies and Action Plans”.

**1. GREENLAND Project description**

The Mediterranean area suffers from extremely high rates of youth and female unemployment levels. To face this challenge, GREENLAND promotes social inclusion and fight against poverty by providing unskilled and underprivileged young people with marketable skills in the Green and Circular Economy, with the potential to generate thousands of jobs. To reach its objective, the project will create new curricula based on market needs, skills transfer to NEETs and women, media-based training tools, and facilitating cultural exchanges through young people. The creation of new employment opportunities will be reinforced by the sector-skills alliances between TVETs and SMEs.

**2. GREENLAND project objective**

To increase employability of NEETs (up to 30) and women (all ages) by providing with marketable skills and qualifications to prepare them for skill-based occupations within Green and Circular Economy sectors and reduce skill mismatches in rural areas particularly affected by the climate change.

**3. Tasks/Responsibilities/Duties**

ERFC is coordinating GREENLAND project communication and dissemination activities. This means that ERFC develops GREENLAND’s communication strategy and action plan and monitors its proper execution. ERFC manages all GREENLAND communication activities in Greece and at international level as well as the project’s social media accounts and website. In addition, ERFC is responsible for running the Greek national marketing campaign for attracting project beneficiaries, i.e. NEET, women and enterprises, to participate in GREENLAND activities and benefit from its services. Finally, it is responsible for organizing all project events (workshops, training seminars) in Greece.

Taking the above into account, the successful candidate will assist GREENLAND communication manager, Ms Daphne Galani, in her duties. More specifically, he/she will participate in the following activities:

***WP2 “Communication”***

* Assist project communication manager in the coordination of project communication and marketing activities in Greece and abroad
* Animate project social media and prepare relevant material
* Prepare and upload content to project website
* Prepare project press releases
* Manage project mailing lists and newsletters
* Be responsible for project social media data analysis and reporting
* Contribute to the organization of project events in Greece

***WP4 “Capacity building activities (training, mentoring, coaching) and creation of one E-learning platform”***

* Contribute to mentor mapping in Greece
* Monitor training and coaching activities in terms of indicators promised in the project Communication and Marketing plans
* Support the organization of training and coaching activities on site.

***WP5 “NEETs and Women Traineeship programs at CB and national level in SMEs and JobShadowing”***

* Selection of NEETs and Women for cross-border and national traineeship programmes in SMEs
* Implementation of cross-border and national traineeships

***WP6 “Sector-skills alliances, Strategies and Action Plans”***

* Identification of stakeholders for the development of a Green Entrepreneurial Network

**4. Qualifications**

* Professional experience in marketing and communication activities
* Able to create and manage content on different social channels
* Experience in working with civil society organizations
* Copywriting and editing skills.
* Competent use of standard Microsoft Office programs including Word, Excel and PowerPoint
* Good knowledge of social media analytics
* Language requirement: i) Greek (native speaker) and ii) Knowledge of English.

**5. Duration**

The position has a duration starting from the date of signing of the contract till the end of the GREENLAND project, which is April 2023.

**6. Tentative starting date**

1st of December 2021.

**7. Presentation of applications and selection procedures**

The application form (AF) must be completed according to the attached form (Attachment A), dated and signed by the candidate (original, scanned copy or pdf with digital signature will be accepted). The application form must be accompanied by:

* CV (original, scanned copy or pdf with digital signature will be accepted)
* a copy of a valid identity document.

The AF must be sent by email to all of the following address:

management@erfc.gr

The subject of the e-mail must state the following: “Selection of assistant communication manager (GREENLAND Project)”

**8. Deadline**

The deadline for submitting applications is November 29 2021 at 1.00pm (Athens Local time). Only those candidates with a profile deemed of interest and who meet the above-indicated requirements will be invited to interview.