

# Communications Officer

Samos Volunteers (SV) is an independent group of volunteers providing non-formal education, psychosocial support and NFI distribution to people living in the CCAC on Samos.

The Communications Officer is mainly responsible for our social media with the support of the Communications, Advocacy, and Fundraising Coordinator. The officer contributes to our project's long-term sustainability through our social media, website, newsletter, and general donor relationship management. The role is especially rewarding because it involves taking on tasks on your own initiative. Next to these core tasks, it is possible to get involved in advocacy and/or fundraising. On a part-time basis (around 30%), the officer also supports our team with the different services we provide, to develop a clear understanding of our work, values, and daily operations.

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Reports to: Communications, Advocacy, and Fundraising Coordinator

Start date: as soon as possible

Location: Samos, Greece

Minimum commitment: 3 months, full-time

Application deadline: on a rolling basis

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## Key responsibilities of the role include, but are not limited to:

- Manage the social media platforms (Facebook, Instagram and Twitter);
  - Create and design content for these platforms;
  - Take photos and videos in our spaces for social media use;
  - Support with fundraising campaigns on social media;
  - Ensuring our social media is in line with our guidelines and values;
  - Support in writing the quarterly newsletter;
  - Draft donation receipts and support with general donor management.
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## Key requirements:

- Minimum commitment of 3 months;
- Excellent interpersonal and communication skills;
- The ability to follow a style guide and communications strategy;
- Previous experience in communications or social media (preferred for humanitarian, charitable and/or political causes);
- Graphic design, photography, video-editing and writing skills are preferred;
- Strong organisational, decision making and conflict resolution skills;
- An understanding of the complexity and challenges of humanitarian work, ideally with experience in a similar organisation or environment;
- Flexibility. Living and working on Samos is constantly changing and adapting, and two days never look the same. The ability to be adaptable and flexible is extremely important;

- Fluent in written and spoken English.

**Benefits:**

Free accommodation in a (shared) room in one of our houses on Samos + 200€ stipend per month

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**Equal Opportunities:**

All applications will receive equal treatment regardless of the applicant's sex, ethnic or national origin, race, gender, disability, age, sexual orientation, socio-economic background, religious or political beliefs, marital status or family circumstances. Our aim is to foster a culture of inclusivity and to embrace and celebrate our differences. We therefore particularly encourage and will support applicants from under-represented backgrounds, such as people of colour, those who identify as LGBTQI+, and those from low-income backgrounds.

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If you are interested in applying for this position, please [fill in this form](#).

Be sure to state your preference for 'Communications Officer' in your application!