



**International
Republican Institute**
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BELGIUM
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Scope of Work for Part-Time Communications Specialist (Contractor)

The communications specialist will be contracted to provide part-time support for a minimum of 6 months, with the possibility of extension. In the role they will support the work of the research and analysis team by working on the design and outreach of weekly newsletters and blogs. Additional requests, such as creating impactful infographics and other outreach material will be required as needed.

Interested candidates should send a CV and a short (1-2 paragraph) summary of their experience and interests to beaconproject@iri.org with the subject line: **Communications Specialist Contractor Position**

Tasks:

- Reports to the Senior Analyst
- Supporting the communication activities related to dissemination of weekly newsletters and blogs
- Design impactful graphical elements to accompany research outputs
- Help create a new look for newsletters and policy briefs
- Creating engaging social posts on Facebook, Twitter, and LinkedIn
- Dissemination of the brief to our mailing list and updating of this list with new contacts
- Keeping track of readership analytics

Candidate Requirements

- Bachelor's degree in communications, public relations, political science, or another relevant field
- 1-2 years prior experience in communications in an international setting
- Proven track record in social media management, content production
- Graphic design, photo editing, and illustration skills (Canva, Piktochart, Photoshop/Gimp or similar tools)
- Familiarity with email creation tools (e.g., Mailchimp)
- Advanced user experience with main social media channels including Facebook, Twitter, and LinkedIn
- Ability to summarize content in a concise and visually appealing way
- Fluency in English
- Ability to think strategically and identify ways to improve communication efforts

Additional beneficial skills:

- Additional spoken languages (esp. Central and Eastern European languages)
- Experience in communications with European Institutions
- Experience working with think tanks and other civil society organizations
- Familiarity with HTML/CSS/WordPress/Drupal