RIT Kosovo (A.U.K) - Vacancy Notice 02/18

Employment Opportunity

**Title: Marketing, Web and Social Media Coordinator**

RIT Kosovo (A.U.K) Training and Development Institute seeks a qualified Marketing, Web and Social Media Coordinator who will be responsible for developing and implementing a marketing strategy and related communications including use of social media to support campaigns and management of TDI website.

**Job duties include:**
- planning, developing and implementing Marketing strategies of TDI;
- liaising with Training Coordinators/Project Managers for marketing, web and social media activities;
- liaising with RIT Kosovo (A.U.K) Media Center where applicable, especially in organizing events, coordinating photo/video coverage etc.;
- develop marketing reports and strategies based on market research through different channels, i.e. social media, Mail Chimp, surveys etc.
- writing and editing publications, articles and posts;
- preparing and supervising the production of publicity brochures, handouts, direct mail, leaflets, promotional videos, photographs, films and multimedia programs;
- organizing events including press conferences, exhibitions, open days that contribute to the awareness of the public related to specific TDI trainings and/or projects;
- maintaining and updating information on the organization’s website;
- managing and updating information and engaging with users on social media sites such as Facebook, Twitter, LinkedIn and GooglePlus;
- sourcing and managing speaking and sponsorship opportunities;
- fostering community relations through events such as open days and through involvement in community initiatives;
- aid the representation of the institution in conferences, fairs and broadcasted shows in close coordination with Training Coordinators/Project Managers

**Minimum qualifications:**
- Completed Bachelor Degree in Marketing, Communication, Journalism or related field
- Experience in marketing, web and social media coordination in Kosovo and/or abroad
- Languages: Professional fluency in written and spoken Albanian and English is essential

**Other qualifications**
- Experience using graphic design software such as Adobe, Photoshop, or Illustrator
• Strong inter-personal and communication skills and the ability to work effectively in a fast-moving, multi-cultural environment, are essential.
• Good organizational skills, a smart professional public image, diplomacy, patience, common sense and confidentiality are essential. The incumbent will also have good IT skills, with competence in using and managing Websites, Social Media and Mail-Chimp.

A completed application consists of 1) cover letter, 2) curriculum vitae or resume, 3) the names, contact information and relationship for at least three references, and 4) scanned copy of highest degree certificate. Review of applications will begin immediately and continue until the position is filled. Most consideration will be given to applications received on or before April 6, 2018. Late submissions will not be considered.

Please submit your application and complete the job application form that you need to download from the RIT Kosovo (A.U.K) website (click the link under the Employment Opportunities) at:
http://kosovo.rit.edu/home/employment-opportunities.html

Please submit all these documents via email to the Human Resources Office at:
hr@auk.org