



FREDERICK UNIVERSITY

Junior Communications Officer

Frederick University is looking to hire a Junior Communications Officer in Nicosia.

The Junior Communications Officer is expected to support the Communications team in engaging with the media and other channels of communication to build and promote the image of the University.

Requirements

- Bachelor's degree in Marketing, Communications or Public Relations.
- Strong interpersonal, administrative, communication, presentation, organisational, and computer skills
- Excellent writing skills in Greek and English
- Strong work ethic, integrity, and a friendly and positive attitude
- Ability to work effectively within a team and independently
- Good knowledge of MS Office
- Knowledge of the media landscape and Digital Comms
- Good knowledge of social media with capability of contributing to social content.
- Creative thinking

Desirable Qualifications

- Previous experience communications and marketing
- Previous experience in social media management

Responsibilities

- Contributing to the planning and execution of PR and marketing activities.
- Interacting with media, partners, stakeholders and spokespeople throughout the organisation for the development of media material and day to day execution of media relations activities.
- Developing bespoke, high quality media and promotional content.
- Proactively generating positive publicity, by identifying opportunities, pitching stories and disseminating media material such as press releases and articles.
- Monitoring, analyzing and reporting on media coverage on the organisation, its competitors and the sector.
- Developing, implementing, measuring and optimising the organisation's digital marketing campaigns across key social and online channels.
- Monitoring, moderating and responding to audience / followers comments on social media.
- Reporting on the performance of existing digital strategies.
- Managing and monitoring influencer activation.
- Preparing and updating website content.
- Acting as an agent on the website's live chat, responding to visitors' inquiries in a timely and professional manner.
- Providing support in events and marketing activities.
- Developing and demonstrating thorough understanding of the University's academic programs including curriculum, philosophy, and structure.

- Working on other related tasks as directed by the Management.

All applications will be treated with the utmost confidentiality.

Interested applicants should send their CV to v.avraamidou@frederick.ac.cy no later than the 31st of March 2022.

Frederick University is a Certified Good Practices Employer.