**Communication and Advocacy Coordinator[[1]](#endnote-1)**

The Society for Education on Contraception and Sexuality (SECS) is looking for a new team member for the position of an Communication and AdvocacyOfficer.

Location: Bucharest

Working time: part time

Reporting to: Executive Director

Start date: as soon as possible

**Main tasks**

* Coordinate the development and implementation of the organizational policy, advocacy, and communication strategy and priorities.
* Design and execute advocacy work plans in line with the organizational priorities and strategy to meet the goals and objectives as set by the organization.
* Manage the tracking and analysis of key trends in reproductive health in Romania and EU.
* Implement advocacy workshops for volunteers and partners as required.
* Identify, build and manage a network of partners at national level to support advocacy and communications strategies.
* Develop and maintain linkages and partnerships with other key players working in the field.
* Support the team in advocacy and PR areas.
* Support the Executive Director (ED) in maintaining alliances with strategic networks at the national and/or regional levels working on reproductive health and rights issues
* Share progress of on-going activities and future plans within the advocacy and communication plan with the ED and provide support where needed.
* Contribute to the identification and documentation of best practices and share lessons learned externally and internally.
* Participate in policy process platforms and networks.
* Produce reports, presentations, and press releases on key activities and issues addressed by the organization.
* Build tools of advocacy and develop appropriate communication approaches and materials (including using social media for promoting organizational activities and advocacy messages).
* Contribute to identifying financial resources for organizational development.
* Support team in development and application process with new project proposals.
* Undertake any other responsibilities, tasks or activities as reasonably required.

**Knowledge, Attitude and Experience Required**

* Strong commitment to our vision, mission, and values.
* University degree in Sociology, Political Sciences, International Relations, Public Relations or related fields (or equal in experience).
* At least 5 years of experience in advocacy, public relations, communication.
* Advanced level of English language is required.
* Experience in policy change and experience of using policy, advocacy, public campaigning, media and digital work to influence a political agenda.
* Experience in coordinating and providing support for advocacy and communication at national level.
* Ability to relate to human rights issues and perspectives.
* Supports human rights approach and reproductive health and rights as human rights.
* Ability to advocate, communicate and build coalitions with various stakeholders.
* Have sound political judgment and sensitivity skills and proven experience of engaging with and influencing decision makers.
* Fluent understanding and extensive experience of the techniques and skills required for effective project management (planning, implementation, reporting, M&E …).
* Knowledge and experience in how public campaigning, media and digital work can influence a political agenda.
* Knowledge on the operations of national and regional media, politics and the social development agenda.
* Experience in organizing events and engaging varied stakeholders in complex issues.
* Proven skills in development of project proposals, setting up budgets and submitting to possible funders.
* Excellent verbal and written communication skills with stakeholders at different levels.
* Good technical communication and social media skills
* Ability to work in a team in a consensual manner and to encourage full participation.
* Ability to multi-task, handle pressure, works with limited supervision.
* Experience in reproductive health field is a plus.
* Prior experience in NGO works, especially in reproductive health field, is a strong asset.

**Additional Information*:***

The position requires ability and willingness to travel domestically and internationally up to 5-10% of the time.

**How to apply:**

Interested candidates should submit a **CV**, immediately or by **26th November, 2019** to Carmen Suraianu, Excutive Direcot, e-mail: carmen.suraianu@gmail.com.

Only complete applications will be reviewed and only shortlisted candidates will be contacted.

1. We inform you that your data will be processed by the Society for Education on Contraception and Sexuality in the recruitment process, based on the legitimate interest in hiring candidates that meet the requirements. We will store information for two years. By submitting your CV we consider that you have taken note of the information previously communicated. You can withdraw your consent at any time by sending an email to sediu@secs.ro.We will consider any request and provide a timely response. For more information see our GDPR Policy here: <https://secs.ro/wp/wp-content/uploads/2019/08/Politica-privind-prelucrarea-datelor-cu-caracter-personal_SECS_V1.pdf> [↑](#endnote-ref-1)