



## Job Description

### Junior Social Media Assistant and Web Editor at the EU Info Center (6 Month Contract)

#### Reports To:

The JR. Social Media Assistant & Web Editor will report to the EU Info Center Social Media Manager.

#### Job Overview

The Social Media Assistant & Web Editor will assist the EUIC Social Media Manager (SMM) in designing, organizing and implementing a comprehensive social media communication plan for the EUIC and for the EU Delegation and will participate in social media communication campaigns in close interaction with the Press and Information team of the EU Delegation.

The scope of the job includes, but is not limited to:

- Assisting the SMM in creating, posting and sharing on various social media channels content that reflects the activities of the EU Delegation
- Creating, gathering and updating content on the EUIC website

#### Responsibilities and Duties

The specific responsibilities and activities for this role include:

- Assisting the SMM in developing advertisement copy – language, tone, message – for Facebook and Twitter campaigns with the objective of generating action, interest and / or engagement from the targeted audience
- Gathering, compiling and collating from EU platforms news and information on trending topics relevant to the activities and communication objectives of the EU Delegation
- Creating, gathering and updating content for the EUIC website using Word Press tools
- Assisting the SMM in proofreading, translating and editing content (including in English) for the social media calendar
- Assisting the SMM in updating the calendar of cultural events organized by EU Member States embassies
- Assisting the SSMM in creating and implementing new tools to increase the effectiveness of the social media communication activities of the EUIC and EU Delegation

#### Qualifications and skills

- Bachelor's degree, complemented by at least one year of experience in social marketing, preferably acquired working on campaigns for established clients in the social media space
- Knowledge of Photoshop and / or Illustrator is a plus
- Ability to manage multiple tasks in a fast-paced environment and to work under tight deadlines
- Attention to details
- General knowledge of the EU institutions and EU Delegation activities
- Friendly and positive personality, proactive and flexible team player
- Native Macedonian speaker, good knowledge of English; knowledge of Albanian is an asset

If you feel you are qualified for this position, feel free to submit your credentials

[euinfo@euic.mk](mailto:euinfo@euic.mk) Only those candidates selected for interview will be contacted.