



"DOGS TRUST", VELIKA BRITANIJA,
Predstavništvo u Bosni i Hercegovini

MKT&PR Assistant (m/f)

Part-time MKT&PR Assistant (m/f)
Job Title: MKT&PR Assistant (m/f)
Reporting to: Head of MKT&PR, HoM

Location: Sarajevo
Start date: ASAP

Role of the Representative Office of DT Bosnia (RO) is to systematically improve dog welfare through providing systematic support to local stakeholders to set up an efficient and human Dog Population Management System (DPM) in accordance with the state Animal Welfare Law.

This is achieved through Programmes which RO creates, supports, coordinates, monitors, and implements in cooperation with local partners in Bosnia and Herzegovina: Neutering, Veterinary Training, Education, Dog School, Fostering, Public Awareness.

Job Summary:

Marketing & PR Department is responsible for Dogs Trust public image and communication with key, as well as general audiences. Thus, Marketing & PR Assistant plays an important role in providing support to the Department which contributes to the success of all activities, Programmes and Dogs Trust mission and goals in Bosnia and Herzegovina.

Main Duties:

- Support to HoM on daily basis
- Ensure prompt, regular and adequate communication with the public via official e-mail (office@dogstrust.ba) and social media channels, maintaining excellent engagement and community management
- Assists in monitoring budget expenditures and procurement for Department
- Collect and consolidate information for reports and other outputs
- Assist in media campaign launches, events, and other activities
- Keep updated database of all suppliers for Department, including media
- Light correspondence with suppliers and other audiences
- Update contact and mailing lists regularly
- Control promo materials warehouse
- Light lifting on an occasion
- Other tasks as needed

The applicant should possess the following experience, qualities, and qualifications:

- Several years of relevant experience, ideally in an international setting
- College degree is preferable
- Proficient in using social media/able to run efficient community management
- Excellent interpersonal and communication skills
- Business communication literate, in both B/H/S and English languages, with ambition to learn more about the specific Dogs Trust communication
- Team player, responsible, proactive, professional, well organised, neat, and dependable
- Flexible in working schedule
- Excellent in Excel (formulas, budget tracking), PowerPoint, Zoom, document organisation
- Hardworking and willing to learn and participate in the wider MKT&PR processes
- Interest in animal welfare is a plus
- Clean driving licence

The position is temporary (one year), part-time, with strong possibility of becoming permanent, full-time, with a trial period of three months.

To apply please provide a detailed Cover Letter with description of only your related competencies, work experiences, and the reasons why you believe you are the right person for this position, along with your CV, all in English, and exclusively via option "PRIJAVI SE NA OGLAS" no later than 10th February 2022.

Only shortlisted candidates will be contacted.

Lokacija: Sarajevo
Datum objave: 26. Jan 2022.
Datum isteka: 10. Feb 2022.