



**CEEweb for Biodiversity**  
Széher út 40. 1021 Budapest, Hungary  
Phone: +36 1 398 0135  
Fax: +36 1 398 0136  
[ceeweb@ceeweb.org](mailto:ceeweb@ceeweb.org)  
[www.ceeweb.org](http://www.ceeweb.org)

## **CEEweb for Biodiversity is looking for a Communications Officer**

CEEweb for Biodiversity is a network of non-governmental organizations in the Central and Eastern European region. Our mission is the conservation of biodiversity through the promotion of sustainable development.

### **Tasks of the Communications officer:**

- Elaboration and implementation of communication campaigns
- Writing press releases and keeping contact with the press
- Coordination of [CEEweb's website](#) and other websites operated by the organization
- Coordination of CEEweb's social media ([Facebook](#), [Twitter](#))
- Coordination of the [Green-Go Short Film Contest](#)
- Assistance in writing communication related project applications
- Other communication tasks

### **Requirements of the position:**

- At least bachelor degree in communication and/or 2 years of relevant work experience
- Excellent written and spoken communications skills
- Excellent written and verbal skills of English (further knowledge of Hungarian or another European language is advantage)
- Computer skills (Office, basic HTML, WordPress)
- Excellent problem-solving skills
- Ability of multitasking
- Commitment to nature and environment protection, basic knowledge of the field

**The following will be considered a strong asset:**

- Knowledge of Hungarian or another Central and Eastern European language
- Experience in NGO campaigns
- Experience in nature conservation and environment
- Experience in using graphical and layout software
- Knowledge of Central and Eastern Europe

**Location:**

Budapest, Hungary

**Working hours:**

40 hours per week (full time)

**Application requirements:**

- CV in English
- Motivational letter
- Information about salary expectation
- 

**How to apply:**

Applications should be sent via e-mail to [office@ceeweb.org](mailto:office@ceeweb.org) with the subject “communications officer”

**Deadline:**

22 October 2017

**More information:**

[www.ceeweb.org](http://www.ceeweb.org), phone: +36-1-398-0135

The applicants will be evaluated on the basis of the submitted applications and interview(s).

**Provisional date of interviews:**

End of October 2017

**Expected starting date of employment:**

November 2017

*Please note that only the applicants selected for personal interview will receive written notification!*