



## **Communications Coordinator**

TUSEV was established in 1993 by Turkey's leading civil society organizations and has grown to a support network of more than 100 associations and foundations that share a vision of strengthening the legal, fiscal and operations infrastructure of the third sector in Turkey. TUSEV's programme areas are designed to promote a legally enabling environment for nonprofit organizations, encourage strategic and effective giving, facilitate partnerships across the public, private and third sectors, support and engage the international community in learning about and collaborating with the Turkish third sector and to conduct research on the sector's role, needs and dynamics to serve as a basis for civil society strengthening initiatives.

The Communications Coordinator will work closely with the project staff and implement TUSEV's communication strategy under the guidance of the TUSEV General Secretariat who he/she will report.

### **Major Responsibilities:**

#### **Events' organization**

- Manage the organization of events (selection of venue, invitation of speakers, sponsoring etc.) with project staff.
- Maintain contacts with subcontractors (publishers, graphic designers, event-management company etc.)

#### **Membership relations**

- Membership management and communications through direct contact, responding to enquiries.
- Maintain and improve TUSEV's membership database
- Develop strategies to grow membership

#### **Communications**

- Manage the TUSEV social media and networks with the input provided by project staff
- Manage the editing of the TUSEV website and the e-newsletters with the input provided by project staff
- Managing development, editing, design and publication of key TUSEV reports;
- Provide support in drafting presentations and speeches;
- Coordinate project communication activities with the help of project staff

#### **Media relations**

- Managing relations with the PR agency and implementing the defined media strategy which aims to position TUSEV as the definitive authority on information about civil society and philanthropy, and the leading resource for interested public, media, academics, activists and other organizations that support the mission.
- Cultivate and maintain relationships with key reporters/producers/editors that cover TUSEV issues; ensure contact information is up to date for all key outlets. Pitch stories and

respond to requests from media, screening to ensure that the inquiries are relevant to TUSEV's mission and program.

- Work with project staff to secure expanded media coverage of TUSEV's work through press releases, blog entries etc.
- Develop, recommend and implement communications strategies that increase traditional and social media coverage of TUSEV.
- Increase media opportunities for TUSEV's leadership and expand TUSEV's network of media contacts; increase visibility of TUSEV within opinion leaders.
- Assist TUSEV's Secretariat General in the management of media campaigns.

#### **Position Requirements:**

- Bachelor's degree in communications, media studies, journalism, international relations, political science or relevant discipline
- Minimum three years of relevant work experience in communications or events, preferably in the non-profit sector,
- Excellent written and oral communications skills in Turkish and English and an ability to work quickly and accurately on tight deadlines.
- Proven track record of creating and implementing communications plans and strategies that include the effective use of social media as a tool.
- Prior experience in building and strengthening working relationships with media.
- A high degree of computer literacy, including word processing, desktop publishing, database management and Web skills.
- Knowledge and understanding of civil society related issues.
- Strong organizational and interpersonal skills
- Capacity to appropriately plan within a limited budget and prioritize and to manage multiple, sometimes competing demands efficiently in a challenging, fast-paced environment is required.
- Ability to make sound decisions consistent with functions is required.

#### **To Apply:**

Please submit a cover letter, curriculum vitae and contact information for three references to Ruşen Efe at [rusen@tusev.org.tr](mailto:rusen@tusev.org.tr)

Please use "**Communications Coordinator**" as the subject of your email.

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

**Application Deadline: 31 March 2014, 18:00**