

**FUND FOR ARMENIAN
RELIEF OF AMERICA**
ARMENIA BRANCH

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**ԱՄԵՐԻԿԱՅԻ ՀԱՅ
ՕԳՆՈՒԹՅԱՆ ՖՈՒԴ**
ՀԱՅԱՍՏԱՆԻ ՄԱՍՆԱՃՅՈՒՂ
Երևան, Խորենացու փողոց 22

Information and Communication Officer (Social Media/Editorial)

FAR is seeking a *Communication Officer* who will implement our social media strategy, develop brand awareness, and generate inbound traffic. This role coordinates with the FAR Armenia Project Managers to support FARs mission, ensuring consistency in voice and cultivating a social media referral network.

The candidate should also be qualified to oversee FARs editorial initiatives, both online and in print. In cooperation with our Project Managers the candidates will provide daily content for our website and social platforms, as well as related communication material like newsletters, annual reports, fundraising appeals, etc. throughout the year.

Reports to: FAR Armenia Country Director and FAR US Communication Director.

Required skills:

- Strong project management and organizational skills
- Strong communication and writing skills, fluent in English and Armenian, Russian is a plus
- Public relations and marketing experience
- In-depth knowledge and understanding of social media platforms and their respective participants (Facebook, Digg, YouTube, Twitter, Flickr etc.) and how they can be deployed in different scenarios
- Knowledge of blogging ecosystems relevant to Armenia, the Caucasus, International Development and diverse charitable activities
- Strong research skills
- Excellent knowledge of principles of SEO
- Significant editing experience in the field of journalism or educational publishing

- Ability to effectively communicate information and ideas in written and verbal format, build and maintain relationships
- Exceptional Team player, with the confidence to take the lead and guide other departments when necessary
- Detail oriented, creative thinking and problem-solving skills
- Ability to manage multiple projects and deadlines

Applicants are requested to send a ***cover letter*** (in PDF Format) describing their interest in the position, outlining major skills and experience, as well as their ***CV*** (in PDF Format) at the following e-mail address: mpiliposyan@far.am

The deadline for application is February 20, 2012