

JNRC Communication manager (vacancy)

The JNRC communication manager is in charge of coordinating the communication of the JNRC mainly managing the social media channels of the organisation and connecting with partners to develop relevant content. The communication manager is also in charge of internal communication to guests when relevant. The position is a one year part-time position, with the possibility of extending. The position is hybrid with a minimum presence at the Center of twice a week, 12 hours of work a week is required. Annual salary of 6000EUR gross.

Tasks and responsibilities

- Implement social media strategies and plan digital campaigns to build community online and promote JNRC mission.
- Collect content from all program areas and from project coordinators. Generate, edit, and share content daily on social media platforms: Facebook, Instagram, LinkedIn etc.
- Oversee the audience preferences and trends
- Communicate with followers, respond to queries in a timely manner
- Highlight the partnerships that are in place and the support that the JNRC receives through timely communications, on social media channels and the JNRC website
- Creating material related to partnerships ex: presentations, posters
- Regularly update the website: service schedules, project pages, news etc.
- Communicating and strategizing with partners about social media output on common projects
- Sending out email campaigns with important updates and information regarding the JNRC to partners
- Taking photos of the JNRC and its programs to be used for the social media or for future project and reports, organising and uploading photos to the JNRC database
- Creating and distributing informational and orientational material such as posters and brochures within the Center oriented towards guests
- Regularly communicating information about free cultural events that happen in Rome to guests
- Collaborating with communications manager of St Pauls Within the Walls to have a harmonious social media output, including creating content for the church newsletter
- Responding to emails received at communications@jnrc.it