



## Job title: PR & Communication Manager

Company: European-Ukrainian Energy Agency

Location: Kyiv, Ukraine

**The European-Ukrainian Energy Agency** is an independent non-profit organization that unites participation from all stakeholders involved in the Ukrainian Energy Efficiency and Renewable Energy sectors. EUEA aims to collaboratively contribute to the transparent development of these markets in Ukraine by promoting fair and sustainable business practices, increasing public awareness of energy issues, and influencing government energy policy. EUEA focused its activity on Energy Efficiency, Bio Energy, Wind and Solar Energy, Smart Grids, Project Financing, and the Energy Community Treaty.

### **Responsibilities and job description:**

The organization is currently looking for the candidate to fill-in the position of **PR & Communication Manager**. The employee in this position will develop and implement communication strategies, manage media relations, social media presence, and promotional materials, and monitor media coverage. Collaborate with internal teams, providing communication support and ensuring alignment with organizational goals.

Main duties will depend on the qualifications and background, might include, but will not be limited to:

- ✓ Develop and implement strategic communication plans to promote EUEA's mission, objectives, and activities within the Ukrainian Energy Efficiency and Renewable Energy sectors.
- ✓ Manage all aspects of external communication, including press releases, media relations, and social media presence, to enhance EUEA's visibility and reputation.
- ✓ Cultivate and maintain relationships with media outlets, industry influencers, and key stakeholders to ensure accurate and positive coverage of EUEA's initiatives and achievements.
- ✓ Coordinate the creation of promotional materials, such as newsletters, brochures, and website content, to effectively communicate EUEA's message to target audiences.
- ✓ Organize and oversee public events, conferences, and workshops to engage stakeholders, raise awareness of energy issues, and promote EUEA's objectives and priorities.
- ✓ Monitor and analyze media coverage and public perception of EUEA and its initiatives, providing regular reports and recommendations for enhancing communication strategies.
- ✓ Collaborate with internal teams, including project managers and researchers, to ensure alignment of communication.

Required qualifications and skills:

- ✓ At least 2 years of relevant experience, preferably in energy or non-profit.
- ✓ Previous experience or desire to grow in energy, energy efficiency sectors would be a advantageous.
- ✓ Excellent English and Ukrainian communication skills.
- ✓ Proficiency in media relations, social media management, and strategic communication planning.
- ✓ Desire to learn, grow and develop in the international multicultural environment.

Work format:

- ✓ Full-time and part time are possible and can be discussed at the interview.

### **Application procedure:**

Please send a motivation letter and CV to [office@euea-energyagency.org](mailto:office@euea-energyagency.org) with the **subject line: PR & Communication Manager**.

**Deadline: May 10, 2024.** The successful candidates will be invited for an interview.

**Start:** upon identification of a suitable candidate, tentatively May, 2024.