**JOB ANNOUNCEMENT**

**Position**: PR and Communication Officer / Part time

**Location:** Yerevan, Armenia (possibility of working remotely, subject to a contract)

**Employment Duration**: ASAP, 1-year contract with possibility of renewal (subject to a satisfactory performance assessment during the probation period)

**Closing Date**: On a rolling basis

**About the Organisation**

Are you passionate about making a real difference to the lives of transgender people and achieving gender equality? Would you like to work in a growing NGO team? Are you ready to be part of a new and exciting challenge? If you have just answered yes, then we could have the perfect opportunity, to allow you to take the next step in your career! We are looking for a confident fundraising professional to join our team in Yerevan.

Right Side is a community based, democratic, human rights defender NGO, founded in January 2016 by trans activists in Armenia. It is the first and only NGO, run by and for trans people in Armenia and in the South Caucasus region. Right Side works on national level and in Nagorno Karabakh Republic. Join us to use your expertise and strong inter-personal skills to help make Armenia a better place for people with different gender identities and expressions and improve human rights situation in Armenia. Previous experience of PR and Communication is necessary. This position is responsible for strategic communications in support of campaigns that engage, drive action and provide alignment across partners and beneficiaries. The ideal candidate is a communications generalist with experience in multiple aspects of communications who can flexibly lead and contribute to various projects and provide expert writing and counsel to managers to build communication and dialogue skills. The successful candidate will have a strong knowledge of Human Rights; possess superior writing skills and an ability to interface effectively with executives while making tactical decisions to achieve desired outcomes. The successful candidate will also excel at managing multiple deadlines in a high-volume, fast-paced environment. n as our new Fundraising Manager.

**Duties and Responsibilities**

Collaboration is critical in this role, which involves project managing across communication functions (media relations, campaigning etc) to execute communications plans to support NGO goals and strategy.

* Management of social media channels;
* Visual identity;
* Coordination of campaigns,
* Ensure media statements are in line with Right Side Human Rights Defender NGO core messages, and facilitate the promotion or release of statements to audiences;
* Backend coordination of website and mailing- lists
* Establish working relationships with others working in the media or communications sector who work with and for marginalized populations, including migrant, sex worker, women’s rights, anti-racist, disability groups and other organizations;
* Support Right Side fundraising activities;
* Contribute to strategic development of the organization;
* Contribute to internal and external reporting;
* Other tasks, as resulting from organizational processes

**Required qualifications:**

For this position, we are looking for a human rights activist who has been involved in NGO sector locally and/or regionally/internationally. We are looking for someone who applies a (self-)critical approach to their work, includes intersectional perspectives and accumulates a set of skills:

* University degree in a related field;
* At least 2 years of experience in PR and Communication,
* Excellent knowledge of English (spoken and written) and Armenian (spoken and written);
* A good understanding of the human rights situation for trans people In Armenia;
* Experience in writing public statements and editing articles;
* Social media, design of graphics for online use, website development (Wordpress), printing processes;
* Know-how on adding subtitles to videos, alternative-text to images, and making PDF documents that are accessible;
* Sound ability to work individually and within diverse teams.
* Understanding of intersectional approaches;
* Willing to learn, unlearn, and challenge normative narratives;
* Story-telling through comics, poems, short stories, videos, or other medium;
* Video editing, filming, production, and photography;
* Planning and delivering trainings and workshops on campaigning and communications;

**Remuneration/Salary:**

Salary will be defined according to Right Side Human Rights Defender NGO salary grid depending on candidate's experience. Possibility of salary increase based on performance.

**Application Guidance Notes**

Please contact [rightsidengo@gmail.com](mailto:rightsidengo@gmail.com) for any questions or clarification on the information here.

We shortlist applicants for interview by matching the details given on the completed application form against both the role description and the person specification. We’ll be looking for clear evidence to show that your experience, skills and knowledge match those set out in the person specification and role description. We are interested in all relevant experience, wherever you have gained it, as well as beyond paid employment, that may contribute to your ability to meet the requirements of the job. All parts of the role description and person specification should be addressed, as information not given or not made explicit on the application form cannot be taken into account in the shortlisting process.

Right Side Human Rights Defender NGO is an equal opportunities employer striving to avoid discrimination and increase representation and expertise from underrepresented groups on the team. Therefore, Right Side Human Rights Defender NGO encourages trans and/or queer; people with disabilities; people with a migration and minority background; sex workers; people living with HIV, to apply and mention their backgrounds and experiences in their application.

**PLEASE NOTE THAT CVs ARE NOT ACCEPTED, AND ANY INFORMATION GIVEN ON A CV WILL NOT BE CONSIDERED.**

Due to the high quality and number of applications we receive, we only contact shortlisted candidates. If you would like confirmation that you have not been successful, please contact us.

If you have a disability and would prefer to apply in a different format or would like us to make reasonable adjustments to enable you to attend interview, please contact [rightsidengo@gmail.com](mailto:rightsidengo@gmail.com) we will talk to you about how to help. Note that our offices are fully accessible.

Please ensure your application reaches us by the closing date stated on our website.

Thank you and all the best.