

Vacancy Description

Konrad-Adenauer-Stiftung Belarus

To further strengthen our work from 20 October 2021 we are looking for:

Content Producer / Social Media Manager, Full-time

Type of Employment:	Permanent contract or freelance (upon agreement)
Employment start date:	20 October 2021
Weekly working hours:	up to 40 hrs/week
Job location:	Belarus Office of the Konrad-Adenauer-Stiftung e.V., based in Vilnius, Lithuania

Job description:

- Development of the long-term **social media strategy for KAS Belarus** office (Facebook, Instagram, YouTube, SoundCloud) in agreement with the director and team;
- Maintenance of KAS Belarus social media channels;
- Independent creation of content for social media channels (videos, photos, graphics, animations e.g. short reports about events, events announcements, small reportages, continuation of existing video formats, video interviews, image series on Instagram etc.);
- Maintenance of **KAS Belarus website** (kas.de/belarus);
- Support in the preparation as well as implementation and follow-up of **online and hybrid events**;
- Technical support of multilingual **online events** in various formats (on platforms such as Zoom);
- Research of photos and video clips for use in different digital formats (copyright safe!);
- Contribution of own ideas and assistance on the use of innovative digital formats;
- Assistance in writing analyses, including the ones for KAS Belarus webpage;
- Cooperation with external (media) service providers;
- Taking over other duties on demand and on request of KAS Belarus director.

Required personal competencies:

- Strong teamwork skills in an intercultural environment;
- Very good communication skills;
- Ability to work effectively under time pressure and to meet deadlines even with multiple parallel tasks;
- Willingness to work on weekends upon request;
- Proactiveness and ability to work independently;
- Willingness to travel;
- High reliability, ability to meet deadlines;
- Confidentiality;
- Identification with the goals and values of the Konrad-Adenauer-Stiftung.

Required professional skills and experience:

- Relevant professional experience in media relations, content production, social media is an **advantage**;
- Confident use of technology and equipment for professional video and photo shoots (camera, microphones, lighting, etc.);
- Understanding of video production (perspective, lighting, etc);
- Good knowledge of photo and video editing software (such as Adobe products: Photoshop, Premiere Pro, After Effects);
- Proficiency in the use of communications software (especially Zoom),
- Knowledge of digital animation is an **advantage**;
- Confident handling of copyrights when using third-party materials;
- Understanding of the specifics of working with certain social networks (target audience, publication formats, etc.);
- University degree (at least Bachelor's);
- Basic understanding of the work of a political education institution;
- Basic knowledge and understanding of sociopolitical issues and processes;
- Knowledge of the political landscape in Belarus and the EU.

Required language skills:

- Fluent knowledge of Russian/Belarusian and English;
- (at least) Basic knowledge of **German**.

Remuneration will be paid at a customary and reasonable rate.

Application deadline: October 15, 2021.

If you are interested, please send your application (in German or English) including a cover letter, a current and complete (tabular) CV and the most important certificates via e-mail at: jakob.woellenstein@kas.de. Please send all the documents in a single PDF file as an attachment to the e-mail. Please mention your salary expectations in the cover letter.

Who we are

Konrad-Adenauer-Stiftung e.V. (KAS) is a German political foundation. Our offices abroad oversee more than 200 projects in over 100 countries around the world.

Konrad Adenauer and his principles are guidelines, a mission and an obligation for us. The Foundation has borne the name of the first Chancellor of the Federal Republic of Germany since 1964.

Nationally and internationally, we work for peace, freedom and justice through political education. Consolidation of democracy, promotion of European unification, intensification of transatlantic relations and development cooperation are our particular concerns.

As a think tank and consulting agency, we develop scientific foundations and up-to-date analyses in a forward-looking manner for political action. At conferences and congresses, we bring together people who "have something to say".

We provide both material and non-material support to talented young people not only from Germany, but also from Central and Eastern Europe and developing countries. We maintain close contact with former scholarship holders – at the moment there are more than 8,800 of them. Exhibitions, lectures and prizes complement our activities.

Belarus Office of the Konrad-Adenauer-Stiftung e. V. has been based in Vilnius (Lithuania) since its foundation in 2007.

For more information about our work, please visit:

- Twitter: [@KAS_Belarus](https://twitter.com/KAS_Belarus)
- Facebook: www.facebook.com/kasbelarus
- WWW: www.kas.de/belarus