



Position:	Project Assistant - Communications and Visibility – Short-Term Vacancy (possibility for extension)
Vacancy ref:	HR104
Work base:	RYCO Head Office, Tirana, Albania
Expected start:	August 5 th - September 30 th
Status in RYCO:	Project Staff
Supported by:	GMFA Project

ABOUT RYCO:

RYCO is an intergovernmental organization that stewards and promotes regional, cross-border, and intercultural cooperation of youth within and among its six Western Balkan (WB) Contracting Parties.

ABOUT WESTERN BALKANS BERLIN SUMMIT PERMANENT LOGO COMPETITION

RYCO is promoting the spirit of reconciliation and cooperation between the youth in the region and through this competition, for **the 3rd year in a row** we put once again our mission into action – bringing young minds together to create great ideas that make an impact!

The Berlin Process was initiated by Germany to promote regional cooperation in the WB and to support the EU's enlargement policy. Its first summit was held on 28 August 2014 in Berlin. It was followed by summits in Vienna (2015), Paris (2016), Trieste (2017), London (2018), Poznan (2019), Sofia (2020), Berlin (2021 and 2022) and Tirana (2023). One of the most tangible results of the Berlin Process is the establishment of the Regional Youth Cooperation Office (RYCO). The Agreement on the Establishment of RYCO was signed by the six Western Balkan prime ministers during the Paris Summit on 4 July 2016. More information is available [here](#)

POSITION: PROJECT ASSISTANT OF THE WESTERN BALKANS BERLIN SUMMIT PERMANENT LOGO COMPETITION

Overview: The Project Assistant will play a crucial role in supporting the execution and promotion of the Western Balkans Berlin Summit Permanent Logo Competition. The primary focus will be on creating, managing, and distributing communications materials to ensure effective outreach and engagement of the project activities.

MAIN TASKS:

- Assist and support in the creation of engaging content for various communication channels, including social media, newsletters, press releases, and the official website.
- Assist and support in designing promotional materials such as flyers, brochures, and digital banners using tools like Adobe Creative Suite or Canva.
- Create and schedule posts, stories, and updates to keep the audience informed and engaged.
- Assist in organizing virtual or in-person events as part of the project activities
- Perform other duties related to the promotion of RYCO, its projects, and activities



REQUIRED SKILLS AND QUALIFICATIONS:

- Education: Bachelor's degree in Communications, Marketing, Public Relations, or a related field.
- Experience: Previous experience in a communications role, preferably in a project-based or event-focused environment.
- Skills:
 - Strong writing and editing skills.
 - Proficiency in social media management and content creation.
 - Familiarity with design tools such as Adobe Creative Suite or Canva.
 - Excellent organizational and multitasking abilities.
 - Strong interpersonal and communication skills.
 - Knowledge of the Western Balkans region and relevant cultural sensitivities.

How to apply:

To be considered for this position, please send your resume to application@rycowb.org with the subject line "**Project Assistant_Logo Competition**" no later than **July 28th, 2024**.

Kindly Note: Only finalists will be contacted for the next recruitment stage.