

Terms of reference: social media /administrative assistant

Co-PLAN is a non-profit organization that has contributed to sustainable development by enabling good urban and regional governance, tackling key environmental issues, developing civil society, impacting policies, and promoting community participation since 1995.

At the core of Co-PLAN's activity is the work with people and institutions, to foster tangible social transformation and positive change on the ground by inducing change driving knowledge in our society for smart management of our habitat. Co- PLAN fulfills this mission through means of pilot activities and advisory services financed by national and international institutions and direct involvement with communities, local government units and other non-governmental organizations in the field of urban and regional management, environmental management, and municipal finance.

Co-PLAN is announcing a vacancy for a **SOCIAL MEDIA /ADMINISTRATIVE ASSISTANT** with details as follows:

Title:	SOCIAL MEDIA /ADMINISTRATIVE ASSISTANT (full-time)
Start date:	May 2024 (date to be agreed with the candidate)
Location:	Tirana, Albania (on-site)
Deadline:	30 April 2024 at 17.00 (interviews will be held during the application period)

The primary duties and responsibilities:

Assist the Co-PLAN team with various office management duties, which include:

- Maintaining an efficient documentation and filing system in both hard copy and electronic formats
- Gathering, scanning, and filing necessary documents for the team
- Creating formal letters in both English and Albanian
- Ordering, stocking, and distributing office supplies and managing logistics fleet
- Acting as the primary receptionist by answering and directing incoming calls and greeting, directing, and assisting visitors
- Assisting in preparing various agreements using pre-defined forms and templates
- Scheduling and planning appointments, as well as taking minutes during meetings
- Performing miscellaneous job-related duties as assigned, including running errands and maintaining general office tidiness

- Organizing events, including logistics, document preparation, maintaining relationships with internal and external parties
- Assisting in the acquisition process, with constant monitoring and evidencing of public or private procurement procedures announced on domestic and foreign platforms.
- Preparing proposals/tender administrative part

SOCIAL MEDIA DUTIES -Act as liaison between Project staff to implement, coordinate efforts and track progress in implementing digital and social media strategies:

- Manage social media content calendar

- Create and manage post information on digital media including website, Facebook, LinkedIn, Instagram, google ads and other relevant platforms
- Coordinate social media
- Track and report digital/social media usage metrics

Qualifications and Skills:

- University degree in any Business/Law/ Social Sciences, or any relevant fields;
- At least 2 years of relevant professional experience; Demonstrated track record of success in providing executive administrative support
- Proficient computer skills, including MS Office, Excel, PowerPoint, Outlook, virtual meeting platforms
- Experience and knowledgeable of current digital trends and social media platforms (e.g. Facebook, Instagram, Pinterest, LinkedIn, Twitter, YouTube), etc.

SKILLS

- Strong written and oral communication in Albanian and English
- Sound planning and organizational abilities
- Proactive with ability to self-manage and work autonomously in a fast-paced and changing environment
- Ability to manage multiple projects and tasks simultaneously with different deadlines
- Skillful in editing and copywriting duties (e.g. for social media posts, comments, digital graphics, ads, etc.)
- Dependable, punctual, detail-oriented, independent problem solver with excellent follow-up skills

Application procedure

To apply for this position please send the following:

- A cover letter expressing your interest (written in English);
- A CV and two letters of references (in English); preferable

Co-PLAN, Institute for Habitat Development is an equal rights and opportunities employer and competitive salaries.

Applications are accepted until **April 30, 2024**. All applications are to be sent to: co-plan@co-plan.org