



FRANCO-NAMIBIAN CULTURAL CENTRE

Vacancy: Event & Communication Coordinator

The FNCC is recruiting an Event and Communication Coordinator in a full-time position as of 15th of March 2016. We offer an interesting and enjoyable working environment with a young dynamic team, committed to the development and promotion of Namibian and international arts and culture.

Requirements:

- Bachelors in Arts
- Degree in Media Studies, Public Relations or similar field of expertise
- 5 years proven experience in event coordination and communication ,social media specialist
- Excellent command of the English language, both written and oral
- A keen interest in and knowledge of the local arts & culture scene and its stakeholders
- Computer literacy and proficient in MS Office
- Excellent knowledge of Facebook, Twitter, LinkedIn, Pinterest and any other social media best practices
- Good understanding of social media indicators
- Dynamic, motivated team player
- Familiar with web design and publishing
- French level – B1

Responsibilities

- Plan events with attention to financial and time constrains
- Manage all events operations
- Evaluate events success and submit reports
- Develop, implement and manage social media strategy's and communication plan with director
- Manage and oversee social media content
- Stay up to date with latest social media best practice and technologies
- Media Liaison with the general public
- Compiling of press releases and other promotional material for activities of the centre

Applications:

Send your CV with motivational letter and Police clearance to secgen@fncc.org.na by latest 14 February 2020 enquiries call 061 387330. Only selected candidates will be contacted.