



AGENCY FOR
PEACEBUILDING

Part-Time Communications Officer – Agency for Peacebuilding (AP)

The Agency for Peacebuilding (AP) is looking for a part-time communications officer to support its external communication.

AP is a think-and-do organisation committed to bridging the gap between research and practice in peacebuilding. AP aims to contribute to more peaceful and just societies by preventing and transforming violent conflict and creating spaces for dialogue and cooperation across sectors and divides. Founded in 2015 and based in Bologna, it is the first organisation in Italy specialised in peacebuilding.

The selected candidate will have to carry out the following activities:

- Development and update of AP's communication plan;
- Regular updating of AP's website and of the Bologna Peacebuilding Forum website, both in WordPress;
- Liaising with the webmaster;
- Social media strategy and management (X and LinkedIn),
- Management and growth of a database of journalists focused on foreign and non-profit sector;
- Management of relations with the media for the promotion of publications and AP initiatives;
- Monthly newsletter (MailChimp);
- Strengthening of media profile of AP members and consultants;
- Management of all communication activities for the Bologna Peacebuilding Forum and other AP's events;
- Creation of small infographics for social media;

Required skills:

- Master's degree (or equivalent) in communications, public relations, journalism or relevant field;
- Excellent knowledge of Italian and English with a high level of writing and speaking skills in both languages;



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- Previous experience in social media management and media relations;
- Excellent experience in working with Google Workspace, MailChimp, WordPress and Canva (or another infographic maker);
- Good understanding of the Italian media landscape;
- Good knowledge of international relations;
- Good knowledge of web-based knowledge management systems;
- Ability to work with others: work confidently within a group and contribute to achieving common goals, understanding own role and how it supports the team and the organisation;
- Good at solving problems, and able to work autonomously on given tasks with attention to outputs and deadlines;
- Awareness and sensitivity regarding cultural and gender issues;
- A shared understanding of AP's mission and goals.

Desirable requirements:

- Experience as a press officer;
- Knowledge of peacebuilding (theoretical and/or practical);
- Knowledge of other languages.

The contract will be for 12 months. The candidate may be offered a contract renewal. The required commitment is on average 20 hours per week. Remuneration will be assessed based on the candidate's skills and experience. The selected candidate should start in September 2024.

To apply, please send your CV and a motivation letter to info@peaceagency.org by the 16th of August.