



## Microfinance Centre is hiring for the position of the Communication Coordinator!



We are looking for creative and enthusiastic candidates, willing to contribute to the fair economic system, especially for underprivileged, open to work in international environment with peers from Europe, Central Asia, Africa and Americas. We are hiring for the position of Communication Coordinator (CC) at Microfinance Centre (MFC).

MFC is an international NGO and the leading social finance network uniting 105 institutions in Europe and Central Asia. We care for promoting fairness, inclusion, equality and responsible service.

You will be responsible for coordinating all internal and external communication and ensuring strong and recognizable brand that will help connecting all MFC stakeholders: network member institutions, policy makers, experts and social investors.

Your main duties will also include creating informative content for MFC newsletters, press releases and social media. The ideal candidate will be an excellent communicator, social media enthusiast with a brilliant command of English and superb organizational skills.

MFC has a horizontal organizational structure and you will be reporting directly to the MFC Management Board. The position has no direct staff responsibility, but could take on an intern.

### RESPONSIBILITIES

- Create and disseminate engaging newsletters, press releases, mailings to members etc

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[microfinance@mfc.org.pl](mailto:microfinance@mfc.org.pl), [www.mfc.org.pl](http://www.mfc.org.pl)



- Manage MFC website (WordPress) and social media accounts
- Lead MFC social campaigns
- Manage direct communication with MFC members
- Monitor and analyse the impact of MFC communications and recommend ways to improve it
- MFC CRM (CiviCRM) administration, regularly update the MFC CRM
- Work with project managers to create communication content for the MFC projects
- Liaise with MFC stakeholders and other service providers when required
- Monitor financial inclusion, social inclusion, microfinance and EU policy news
- Design the MFC Annual Report

#### REQUIREMENTS

- Bachelor's degree in communications, journalism, public relations or relevant field or relevant experience
- Fluency in English (close to native level)
- Russian would be an advantage
- Strong knowledge of digital communication practises and techniques
- Outstanding writing, proofreading and editing skills
- Ability to multitask and work under pressure
- Ability to use Google Analytics
- Experience with the implementation and management of CRM platforms (ideally, CiviCRM)
- Ability to make and edit short videos and photos
- Working knowledge of WordPress
- Willingness to work with a small, team-work oriented institutional team

The position is based at the MFC office in Warsaw, Poland however we are open to work with people from other locations as well, outside Poland. The position provides

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opportunities to work in the international microfinance community and travel within the region of Europe and Central Asia.

MFC offers private medical insurance, subsidy for sport activities, additional out-of-office time for self-development (12 days a year) and an annual, performance based bonus. Currently, MFC work staff work in a hybrid system combining office and distance work.

Applications should be sent by email to **microfinance@mfc.org.pl** Please add in your e-mail: "Application for MFC Communications Coordinator position"

The closing date for applications is **November 14th 2021**. Only the candidates shortlisted for an interview will be contacted.

Please enclose with your application the following documents in English:

- Curriculum Vitae (maximum two pages)
- Motivation Letter (maximum 1 page)
- Links to 2-3 online samples of your written and/or design work (press releases, newsletters, visuals, etc.)

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