



Application pack:
**Communication
Coordinator**

[Apply here:](mailto:career@odyssea.com) career@odyssea.com

Please apply no later than 7th February 2023

Dear applicant, welcome to Odyssea!

Odyssea's mission is to **ensure that people have equal opportunities** by harnessing the power of knowledge for employment and personal development. Our vision is to **build a world where all young people thrive** by realizing their **full potential**.

Odyssea follows the principles of **transparency, neutrality, and accountability**. In Odyssea we offer equal upskilling and reskilling opportunities for all, regardless of gender, origin, religion, belief, disability, age, or sexual orientation. We place people at the heart of the programs and services we develop, with the aim to meet their needs and help them gain the skills and confidence to become productive members of society.

The role will focus on supporting the formulation and implementation of its communication strategy, with the purpose to raise awareness and promote the Organization's activity toward different audiences and a variety of key stakeholders.

This is a great time to get involved, as **Odyssea** is set to expand in 2023! As **Odyssea's Communication Coordinator**, you will play a **vital role** in shaping the company's image and overall strategy. You will be responsible for **managing communication efforts** and ensuring that Odyssea is **effectively communicating with its audience**. This is a critical role that will have a direct impact on the company's **success**.

Jai Mexis

CEO - FOUNDER



ABOUT THE ROLE

About the role	<p>The role will focus on supporting the formulation and implementation of its communication strategy, with the purpose to raise awareness and promote the Organization’s activity toward different audiences and a variety of key stakeholder</p>
What you’ll do	<ul style="list-style-type: none">• Design and implement the strategic communication strategy for Odyssea, by working as part of an integrated, multi-functional team planning.• Supervise the communication officer• Coordinate external partners for videos production (testimonials, activities), graphic designers, and external digital Ads performer• Ensure the preparation for press conferences, meetings, and special events, physical or virtual.• Design and coordinate campaigns and publications, according to the strategic communication objectives and priorities.• Represent Odyssea in CSR conferences and meetings, domestic and abroad.• Work with internal resources and outside vendors to develop promotional materials, both printed and digital.
Your line manager	FUNDRAISING MANAGER

Responsibilities

Main, day-to-day duties	Periodic duties
<ul style="list-style-type: none">• Creation supervision, implementation, and monitoring of digital advertising campaigns (Facebook, Instagram, Google Ads).• Content management of Odyssea's websites. SEO & SEM management.• Proofreads translates and distributes press materials, such as news releases, dispatches, and media advisories.• Coordinates content related to Odyssea news, achievements, and fieldwork posted to the appropriate web pages and social media channels.• Monitors media coverage and responds to queries from journalists/editors	<ul style="list-style-type: none">• Identifies opportunities for media work and provides advice on what products or activities would work best to meet media objectives and achieve impact, ensuring all work is timely, with a strong news value targeted at defined audiences.• Develops a network of media sponsors.• Represents Odyssea in partnership meetings, as needed, and promotes its brand internally and externally.• In close collaboration with the Fundraising Officer, identifies and submits applications for prizes and awards that could raise the profile of Odyssea and secure funding.• Assists in fundraising by participating in the preparation of applications submitted for corporate and trusts humanitarian funding.• Develops a network of collaborators from the CSR environment.• Be an active community manager for the online community of Odyssea.• Represents Odyssea in CSR conferences and meetings, domestic and abroad.

Skills & Experience needed for this role

<p>MUST HAVE</p>	<ul style="list-style-type: none"> • At least 2 years of experience in communication; experience in the domains of strategic priority for Odyssea is desired and will be considered as a plus. • Excellent writing, copy-editing, and communication skills; experience in creating blog content and e-mail communications, experience in managing social media. • Experience working on a Content Management System (CMS) or publishing to a website, and proficiency in software packages, including MS Office applications, are required. • Excellent multitasking, time management, and problem-solving skills; must be able to work autonomously and in a team setting. • Commitment to equal opportunities and non-discriminatory practices and respect of confidentiality
<p>GREAT PLUS</p>	<ul style="list-style-type: none"> • Proven experience in event planning, coordination, and management skills; familiarity with the standards of writing and copy editing. • Strong interpersonal skills, including patience and a sense of humor, and the ability to work well under pressure while juggling multiple tasks simultaneously are required. • Multitasking, time management, and problem-solving skills; must be able to work autonomously and in a team setting. • Strong interpersonal skills, including patience and a sense of humor, and the ability to work well under pressure while juggling multiple tasks simultaneously are required. • Opportunity to travel.
<p>Added value</p>	<ul style="list-style-type: none"> • Sales strategy skills & experience • A good design eye • Marketing strategy skills & experience • Familiarity with the non-profit sector and understanding of the mission and values of Odyssea NGO • Strong public speaking skills to represent the NGO to various audiences.

OUR VALUES

OUR VALUES	ANALYSIS	What traits & mindset we look for
RESILIENCE	We nurture the ability of a person to be strong, independent, and successful in life	<ul style="list-style-type: none"> • You are creative and resourceful • You are Independent, have a strong work ethic, and willingness to learn • You are resilient, positive, and self-aware
COMPASSION	We place ourselves in the shoes of others and acknowledge their needs and aspiration	<ul style="list-style-type: none"> • You are empathetic, kind, and understanding • You are altruistic, generous, patient, and forgiving • You are supportive, tolerant, and caring
INTEGRITY	We are committed to our mission putting our values at the heart of our work	<ul style="list-style-type: none"> • You are honest, fair, transparent, and authentic • You are responsible, ethical, and professional • You are trustworthy, consistent, and respectful
INNOVATION	We challenge ourselves constantly to be the best we can be for the people we serve	<ul style="list-style-type: none"> • You are creative, open-minded, flexible, and resourceful • You are a risk-taker, visionary, adaptable, and curious • You are thinking outside of the box

TERMS AND CONDITIONS

Contract: Indefinite contract, 40 hours a week

PERKS

- 25 holiday days per annum plus national bank holidays
- 3 personal learning days p.a. with 100€ company contribution
- 2 volunteer days off p.a in another organization
- Up to four weeks a year where you can work from anywhere
- Private health insurance
- Bookable mental health & therapy sessions, on demand

START DATE: 15th February 2023 (depending on the notice period)

Working hours: 9:00 am to 17:00 pm, Monday - Friday.

Key locations:

Main office: Nikiforou Mandilara 17, Athina 182 33 | Google maps: [link](#)

Odyssea Job Center: New location in Athens city centre | TBD

If you are interested in applying, please send your CV and motivation letter in English to career@odyssea.com mentioning in the subject line of the email subject “Odyssea_Communication Coordinator”.

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OUR MISION: To ensure that young people have equal opportunities in society by harnessing the power of knowledge for employment and personal development.

OUR VISION: A world where all young people thrive by realizing their full potential.

OUR VALUES: RESILIENCE, COMPASSION, INTEGRITY, INNOVATION

ODYSSEA KEY NUMBERS

3194 Registered
beneficiaries

1077 Beneficiaries enrolled
in hard skills courses

4322 Training hours

46 % of our program
graduates found work

OUR WORK

Odyssea is a non-profit organization that supports vulnerable young people in order to best respond to employment opportunities in society, by providing tailored vocational and life-skills training along with employability services.

