



**International project
Belarus Beehive 2.0 Supporting civil society as a key driver of democratic transformation of
Belarus”**

announces recruitment for the vacancies for the staff positions

Position Title: Advocacy coordinator

Location: Vilnius

Duration: 30 months

Workload: 35 %

Indicative starting date: April 2024 / as soon as possible

Deadline for submissions: reviewed on a rolling basis – 3 April 2024 as final deadline

Description of the position:

Key responsibilities

- Develop and implement advocacy strategy and advocacy plans
- Draft statements, speeches, policy papers and briefing documents, advocacy letters and presentations to support advocacy priorities
- Create and update the advocacy database of contacts
- Coordinate communication with EU representatives, relevant stakeholders and CS
- Maintain a dynamic advocacy event calendar by identifying goals, selecting key events, engaging stakeholders, and regularly updating to align with advocacy objectives.
- Reporting to donor organization’s

Required Skills and Experience

Bachelor or Master’s degree in humanities or International Relations field.

Minimum two years of relevant working experience.

General knowledge about the political, economic, and social situation in Belarus.

Proven skills in book-keeping, logistics, and administration.

Good communication skills both in person and in writing.

Fluency in Belarusian and English.

Clear knowledge of the advocacy field, particularly regarding EU institutions.

Offered remuneration:

1120 euro per month (gross amount).

Application procedure:

If you are interested in the role, please send your CV and motivation letter (in English) to hr.beehive@proton.me with the reference: "Advocacy coordinator". The Cover Letter must address how your skills and previous/ current professional experience match the duties and responsibilities set out for this role.

Please include the contact details of two references that will be available to provide information about your professional experience in case you are shortlisted for an interview. Only candidates selected for an interview will be contacted.

Applications will be reviewed on a rolling basis, so we strongly advise you to submit your application as soon as possible. The final deadline for submission is 3 April 2024.