

We are seeking a Public Relations and Marketing Manager to join our team

Place/form of work: Liepāja, Peldu Street 5
Form of work: In person/remote
Job start time: June, 2023
Employment relationship: For a fixed period of time
Workload: Full time job
Salary and workload: € 2200 gross (before tax)

Main responsibilities

- To manage and supervise the communication and marketing work of the Liepāja 2027 Foundation, including public relations, digital communication, international relations, protocol, sales of souvenirs and tickets, national and international advertising campaigns;
- To ensure the development and implementation of the communication and marketing strategy and action plan.

Education required

Academic or second-level higher professional education in communications or other social sciences or the humanities, combined with the required professional knowledge for the position.

Knowledge and skills required

- awareness of the Liepāja as European Capital of Culture 2027 project, its aims and objectives;
- ability to navigate the latest communication and marketing related issues in project communication management at national and international level;
- ability to independently analyse information, make decisions, plan and organise the performance of duties, develop and follow a marketing and communication budget;
- ability to initiate and implement projects related to communication at national or international level;
- knowledge and skills to manage the work of marketing and communication professionals;
- digital communication skills;
- understanding of creating different types of visual material;
- ability to set communication and marketing priorities, plan long-term and short-term assignments and the skills to implement them;
- excellent communication and presentation skills;
- exceptional command of the Latvian language;
- very good command of the English language.

Background experience

- at least three years of prior experience in a senior communications and marketing position;
- working experience in managing large communication and marketing projects, as well as international communication projects.

Application deadline and procedure for applying

Applicants may submit their application documents by 23:59 hrs on 22 May by sending an e-mail to liepaja2027@liepaja.lv.

Documents to be submitted:

- Curriculum Vitae (CV);
- covering letter (maximum 2 pages), specifying the title of the job for which the person is applying;
- mention at least two persons and their contact details who could, if necessary, provide references for the applicant;
- any other documents the applicant considers necessary.

Processing of your personal data: in order to ensure the recruitment process and the exercise of the rights and obligations arising therefrom.