

Nodibinājums

**Nodibinājums Liepāja 2027**

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**The Foundation "Liepāja 2027 Foundation"**  
**WE ARE HIRING**

**Sponsor Outreach and Cooperation Project Communication Specialist**

Workplace: Liepāja, Dārza iela 4/8

Form of Work: In-person/remote

Start Date: February, 2025

Workload: Part-time (0,5), Indefinite contract (until the end of 2027)

Part-time salary: EUR 900 before tax.

**Main Responsibilities**

The Sponsor Outreach and Cooperation Project Communication Specialist will oversee the communication and implementation of cooperation projects within the "Foundation Liepāja 2027" initiative. This includes maintaining strong relationships with existing partners and sponsors while actively attracting new collaborators.

**Required Education**

Candidates should hold academic or second-level higher professional education in communication sciences, or other social sciences, humanities, or management.

**Required Knowledge and Skills:**

- Understanding of the project goals and objectives of Liepāja as the European Capital of Culture 2027.
- Proven experience in establishing and nurturing relationships with existing and potential partners and sponsors.
- Expertise in developing and executing comprehensive communication plans for diverse cooperation projects.
- Understanding of the principles of partnership development and sustainability.
- Ability to craft and present sponsorship proposals that align with the organization's values and strategy.
- Excellent communication and presentation skills.
- Collaborative team-working abilities to create and execute integrated communication campaigns within cooperative projects.
- Proficiency in managing sponsorship agreements, ensuring compliance, and fostering productive collaboration with partners.
- Capability to report on and analyse the outcomes and impacts of cooperative initiatives.
- Experience in implementing national and international cooperation projects.
- Analytical skills to independently assess information and fulfil job responsibilities.
- Ability to manage both long-term strategic and short-term operational tasks.

- Excellent command of the Latvian language
- Proficiency in English.

**Required Experience:**

- Applicants must have a minimum of 5 years' professional experience in managing communication processes for cooperation projects, including work with sponsors and partners.

**Application Deadline and Procedure:**

Applications must be submitted by 12 January 2025 at 23:59 via email to [birojs@liepaja2027.lv](mailto:birojs@liepaja2027.lv). The following documents are required:

- A detailed curriculum vitae (CV).
- A cover letter (maximum 2 pages), specifying the position being applied for.
- Contact details of at least two referees who can provide professional references.
- Any additional documents the applicant deems relevant.

**Data Protection:**

Personal data will be processed solely for the recruitment process and related legal purposes.