

Event manager (PR)

Principal Responsibilities:

- Prepare event program and budget
- Supervise, direct and coordinate all event activities at site
- Following up with all tasks and ensure meeting deadlines
- Develop event reports

Who we are looking for

The Event Manager is responsible for creating and implementing proactive communications plans and activities and handling reactive media inquiries to support the university's institutional and reputational goals, faculty research and expertise, graduate programs, and select initiatives and events, specifically for KIBIT.

This position collaborates closely with deans, department heads, faculty, school communication colleagues and other university staff, regularly and consistently. In addition, the Senior Public Relations Manager collaborates with PR, digital, photography, marketing and editorial colleagues on strategy, planning, work flow, information sharing.

Essential Qualifications:

- Bachelor's degree in any language, journalism, public relations, or related field.
- General knowledge of and experience in public policy, government, political science, international relations and/or international development.
- 3+ years of media relations or public relations experience
- Experience in formulating and pitching story ideas and expert commentary, and writing for the media, university and/or web audiences
- Must think creatively, work with accuracy, and demonstrate judgment and professionalism with a variety of internal and external stakeholders in a knowledgeable, persuasive, and timely manner
- Ability to work flexible hours and occasional overtime
- Excellent written and verbal communications skills
- Experience with web publishing and social media desired

If you meet all the requirements, please, send your resume [here](#) to dr. Olga Romanenko.