

Outreach Coordinator

Description

The Outreach Coordinator is responsible for planning, implementing, and evaluating outreach strategies to promote our organization's mission and services. This role serves as the primary liaison between the organization and external communities, fostering partnerships, organizing events, and increasing visibility.

Responsibilities

- Develop and execute outreach plans to expand community engagement
- Coordinate and attend events, workshops, and informational sessions
- Build and maintain relationships with schools, nonprofits, government entities, and media
- Manage social media outreach and assist with digital campaigns
- Track outreach metrics and report on campaign effectiveness
- Respond to community inquiries and represent the organization in public forums
- Assist in the creation of promotional materials and resources
- Support volunteer recruitment and onboarding
- Collaborate with internal departments to align outreach efforts

Qualifications

- Bachelor's degree in Communications, Public Relations, Nonprofit Management, or related field
- 1–3 years of experience in outreach, communications, or community engagement
- Excellent written and verbal communication skills
- Strong organizational and project management abilities
- Comfortable speaking to diverse audiences in public settings
- Proficient in social media and digital tools (e.g., Canva, Mailchimp, Meta Business Suite)
- Ability to work flexible hours, including occasional evenings and weekends
- Multilingual abilities (optional, but a plus)

Job Benefits

Hiring organization

University Library St. Kliment Ohridski

Employment Type

Full-time

Beginning of employment

1 November, 2025

Duration of employment

Ongoing

Industry

Public Engagement and Education

Job Location

Bulevar Goce Delcev, 1000, Skopje, Skopje, North Macedonia

Working Hours

8:00 – 16:00

Base Salary

13

Date posted

August 7, 2025

Valid through

31.01.2026

- Competitive salary based on experience
- Flexible work schedule and remote work options
- Professional development opportunities
- Paid time off and holidays
- Health insurance package (if applicable)
- Opportunity to make a meaningful impact in the community