Web Coordinator at BIRN Hub

BIRN Hub has a vacancy for **Web Coordinator** that will be based in Belgrade.

The Web Coordinator is the technical operative hub of BIRN's web assets (web sites, mobile apps, social media profiles, email marketing campaigns) and a liaison between the web team and other BIRN departments.

As part of our dynamic team, you will be involved in the creation, optimization, and maintenance of web content, maintenance of web platforms, hosting services and the health of the web site's link quality and domain authority.

 This is a very exciting time in our organization and your opportunity to work with a group of journalists, editors and experts in online media.

 Essential Functions:

- Serve as the primary technical coordinator the planning, production and deployment of content for BIRN websites;
- Troubleshoot issues with hosting, streaming, content management systems, and our staff's use of web tools and services;
- Communicates the status of requests to BIRN Network members and facilitates issue resolution;

- Coordinates weekly website updates and upgrades as identified by the Web team, as well as initiates them as necessary;
- Maintains, tracks and communicates BIRN project schedules;
- Administers, supports and trains staff in use of content management systems, web tools and services;
- Works with the Head of Digital Communications and functional managers to balance and allocate resources;
- Supports email marketing, social media marketing and SEM from a technical standpoint: campaign setup and monitoring, A/B testing, conversion metrics;
- Adds content, sets up page templates, integrates third party services via embed or API in coordination with web development team;
- Use web tools to create infographics and other visuals as part of web output, in cooperation with web designer and front end developer;
- Assists in the processing of contracts and purchase orders related to IT services and goods;
- Helps Maintain the Web team section's reports, updates and files on BIRN's Intranet.

Required Knowledge/Experience:

- Bachelor's degree in information science, communications or related field preferred;
- Working knowledge in Webmastery, Content Management, essential Web tools and services, Project Cycle Management, A/B and Multivariate testing, User Experience Design (concepts, wireframes, specifications);
- Maintain a positive relationship with all team members and departments;
- Excellent oral and written communication skills;
- Excellent problem solving skills;
- Extremely organized;
- Proven ability to prioritize, follow through, multi-task, and pay attention to details;
- Ability to both work independently and to direct a multidisciplinary team;
- Digital Marketing knowledge is a plus;
- Social Media Management knowledge is a plus;
- Basic to intermediate programming skills are a plus;
- Experience working in or with media companies, journalists is a plus;
- Experience in taking part in monetizing digital content is a plus.

All interested candidates need to apply with their most recent CV, a letter of motivation (no more than 2 pages) and list of three professional references, **no later than 30th of March 2015**. Interviews with short-listed candidates will be held in the second week of April. The selected candidate should start work as soon as possible.

About the Company:

BIRN is a nongovernmental organisation based in Bosnia-Herzegovina, working regionally on in the field of media development. More information at www.birn.eu.com.

BIRN encourages applicants of both genders, and offers an equal chance to all interested persons, without any prejudice based on any grounds.