



PR & Communication Specialist

[Polish-Ukrainian Startup Bridge](#) is a unique project in the CEE scale implemented by the [Cooperation Fund Foundation](#) in cooperation with partner venture capital funds. The project aims to connect Ukrainian start-ups and research & development projects with the Polish innovation support ecosystem (VC funds, government agencies, large companies, and private investors). As part of it, we organize conferences and other events, both - in Poland and Ukraine. Our task is also to support start-ups from Ukraine with knowledge and experience through the Support Center for Ukrainian Startups. The project is scheduled for completion by the end of 2023.

We are looking for a person to join our international team in Warsaw who will complement its competencies and start cooperation with it efficiently.

WHAT DO WE OFFER?

- competitive salary based on experience and skills
- stable employment condition
- hybrid work system & flexible working hours
- cooperation in an international team with tasks full of various challenges
- the opportunity to develop knowledge and experience in venture capital and acceleration of start-ups fields

YOUR RESPONSIBILITIES:

- creating a positive and professional image of the Polish-Ukrainian Startup Bridge project in the startup environment and the venture capital industry
- creating a communication strategy (brands, events, services) with the PUSB team
- managing our social media channels: [Facebook](#), [LinkedIn](#), [Instagram](#), and others
- developing relationships with target media, creating press materials
- updating the website and creating new content
- taking care of the proper flow of communication between our team and partners in the field of image and mutual promotion
- supporting the team in organizing events and conferences, especially in terms of communication and PR
- cooperation with external providers: graphic designers, printing houses, etc.
- familiarity with solutions such as WordPress, Freshmail, Canva, TypeForm

WHAT DO WE EXPECT:

- last year student or university graduate (journalism, communications, or a related field)
- experience as a Marketing Specialist, Journalist, Copywriter, or similar in the media or private companies
- very good Ukrainian, Polish, and English language skills

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- flexibility and mobility appropriate to the implementation of an international project



- openness to establishing relationships and a people-friendly attitude :)
- very good organization of own work and commitment to the work performed

APPLY TODAY!

to the following address: lwawak@cofund.org.pl
We reserve the right to respond to selected offers

Please include the following clause in your CV:

"I consent to the processing of personal data contained in my job offer for the purposes of the recruitment process carried out by the Cooperation Fund Foundation with its seat in Warsaw in accordance with the Act of August 29, 1997, on the protection of personal data (i.e., Journal of Laws of 2016, item 922). At the same time, I consent to the processing of my personal data by the advertiser for the purposes of future recruitment."

Please be advised that the data administrator is the Cooperation Fund Foundation with its registered office in Warsaw at ul. Górnośląska 4A. Data is collected for the purposes of recruitment. You have the right to access your data and correct it. Providing data in the scope specified in the provisions of the Act of June 26, 1974, the Labor Code and implementing acts is obligatory. Providing additional personal data is voluntary.

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