



## Web Administrator

### Association overview

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Platform for Peace and Humanity is an international civic association which engages in 3 pillars of its work, i.e. research, advocacy and awareness-raising that are reflected in all its projects and activities within its mandate to promote peace and humanity by international law. The organization is further structured into thematic programmes: South East Europe and Black Sea Region Programme, Mediterranean Programme, the newly formed Central Asia Programme, Towards the Enforcement of the Right to Peace Programme and Ukraine Programme.

Each of our regional programmes publishes analysis in the Peace & Security Monitor publication. The organization also publishes Weekly News Recap and runs a Blog for internal and external contributions in the area of international law, human rights, international relations and international security and peacebuilding.

### Position overview

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The selected candidate will join the organization as a Web Administrator and will be responsible for formatting and publishing the final releases of the content produced by the organization's teams.

Start date: asap

Duration: min. 6 months

Commitment: min. 5 h/week, flexible work hours

### Duties and responsibilities

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- formatting Weekly News Recap and blog posts for online release
- website maintenance (e.g. updating the existing pages with pre-made content, updating team member profiles)
- occasional website development

## Qualifications

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- passion and dedication to the mission and values of the organization, result-driven commitment, ability to work in an international team and handle an uncertain situation with flexibility
- good knowledge of English
- excellent communication and interpersonal skills
- time oriented and able to multi-task, as well as handle time-sensitive deadlines
- willingness to continuously learn and develop new skills
- previous experience with web editors (e.g. Wix or WordPress) would be a strong asset
- attention to detail

## We offer

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- inspiring environment for young professionals' personal and professional growth in the field of human rights protection and international justice
- involvement in research, advocacy and public awareness-raising projects and activities
- participation in webinars, events and civil society networks on behalf of the association
- flexible working time models

## How to apply

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Candidates should apply by sending a CV and a cover letter in English to [recruitment@peacehumanity.org](mailto:recruitment@peacehumanity.org).

Deadline to apply: 28 March 2023

Please indicate in the subject of the email the position you are applying for, i.e. Web Administrator