



MILESTONE INSTITUTE

‘We have the vision of Hungary transformed into a country known for contributing pioneering solutions to the principal challenges of the 21st century.’

Are you ready to participate in the development of an internationally recognized educational institution? Are you a communications professional and looking for your next challenge? Are you familiar with planning and executing marketing strategies? Milestone Institute is looking for you.

Junior Content and Communication Manager

Key Responsibilities of the Post:
--

1. The writing and editing all written materials on the Institute’s platforms (online, offline)
2. Translating all social media posts and marketing materials from Hungarian to English and vice versa.
3. Preparing, monitoring content, updating and managing social media calendar, liaising with staff and students as necessary and engaging with visitors.
4. Helping the Team of Milestone writing, editing, lecturing and translating all written content including press releases, presentations, newsletters, brochures etc.
5. Maintaining the Institute’s media, video and photo archives.

Requirements:

- A minimum of 1-3 years of copywriting or social media content management
- Strong communication and writing skills
- High proficiency in English
- Experience in copywriting, translating, lecturing
- Good multitasking and prioritisation skills
- Has experience in:
 - Writing social media posts
 - Translating from Hungarian to English and vice versa
 - Lectoring texts both in Hungarian and in English
 - Writing press releases and other marketing and PR related materials
 - Managing

Why is it good to be part of our community?

- While working on the development of an educational institution, you will also have the opportunity to continuously learn and develop yourself.
- You can always grab a coffee with our acknowledged professors and mentors on our beautiful new Campus, in the heart of Budapest.
- You will join the team at the beginning of our international expansion, so the trace of your work will remain for a long time.

Application Process:

Upload your

- CV,
- motivation letter

In order to gather more information about life at Milestone, please read our [website](#).

Timeline of the application process:

- **Tuesday, 24th January 2021:** Publishing the job advertisement for the position.
- **January-February 2023:** Meeting of appointment panel to shortlist candidates, shortlisted candidates invited for interview.
- **February 2021:** Interview days.
- **TBD:** Planned start date of the successful candidate.

Conditions of Service:

- This is a full-time post of 40 hours per week.
- Salary will be commensurate with age and experience.
- The post holder should have the right to work in Hungary and might be subject to a local police check.
- Milestone's office hours are from **Monday to Friday, 10 am until 7 pm** and **Saturdays, 10 am until 6pm**. This means that there may be times when members of the team are expected to work unusual hours.
- A full and professional level of proficiency in writing and speaking in **English and Hungarian**.

Child Safe Recruitment:

The Institute is committed to child safe recruitment, selection and screening practices and has child safe recruitment policy in place. Thus we require all applicants to undergo an extensive screening process prior to appointment and provide us with the necessary documents upon contracting (police check, reference person, written declaration). Please note, the Institute may refuse to employ, or terminate the employment of, any person who it reasonably believes may pose a risk to children.

The successful applicant will be required to submit the following documents upon contracting:

- Self-declaration related to disciplinary offenses relating to children.
- Local police check.
- Child Protection Training - to be held by the Institute.