



Terre des hommes

Helping children worldwide.

Communication Assistant

Terre des hommes Romania is seeking a **Communication Assistant** to join our Communication department in Bucharest. The ideal candidate is a creative and well-organised communicator with hands-on experience creating content for social media, including visuals and short-form video. If you are looking for a meaningful job that will make a lasting impact on the lives of children and youth, we want to meet you.

Start date	As soon as possible
Contract	6-month project based, full-time Employment Contract
Salary	range RON 3,726 – RON 4,099 net, private health insurance, accident insurance
Location	Bucharest

Deadline for application: 10th of October 2026

WHAT WE DO IN EUROPE AND ROMANIA

Terre des hommes (Tdh) is the leading Swiss child relief agency. Founded in 1960, we are committed to improving the lives of millions of the world's most vulnerable children. Through our innovative protection, migration, access to justice and health projects, we support more than 3 million children and their families in 26 countries each year.

Working in Romania since 1992, Terre des hommes is dedicated to child protection, being especially active in supporting the children affected by migration and ensuring fair and friendly access to justice for minors. We mobilize communities to prevent risk situations, and we collaborate with social workers, teachers and other professionals to protect children. We help them participate in making decisions that concern them, we invest in education, health, social services and infrastructure to improve life of disadvantaged children in Romania.

ROLE OVERVIEW

The **Communication Assistant** supports Tdh Romania's communication function by assisting with content production, the day-to-day running of the organisation's communication channels and the practical organisation of communication activities, ensuring that materials are accurate, timely and aligned with Tdh's visual identity and guidelines.

The role combines content production – drafting posts and captions, preparing visuals in Canva and filming and editing short-form video – with the operational management of Tdh Romania's social media channels, from scheduling and community moderation to performance reporting.

The role reports to the Communications Officer and collaborates regularly with Project Managers and colleagues to collect information, photos and stories from ongoing projects.

KEY RESPONSIBILITIES

- Prepare the monthly communication calendar for Facebook, Instagram, LinkedIn and YouTube and ensure a steady flow of around 50 posts per month
 - Draft social media posts, captions, carousel texts, Stories and short-video scripts, adapted to each platform's format and best practices (hashtags, subtitles, alt text, calls to action)
 - Create visuals, carousels, templates and simple animations in Canva and CapCut, in line with Tdh's visual identity guidelines
 - Film and edit vertical short-form video for social media
 - Support the identification of content creators, volunteers and ambassadors, draft their monthly briefs and check final videos against the brief
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- Review materials produced by external agencies or freelancers against the brief and Tdh's guidelines before submitting them for approval
- Schedule and publish approved content, moderate comments and messages, respond to routine inquiries and escalate sensitive issues
- Support online campaigns, awareness days and paid promotion (including boosted posts in Meta Ads Manager) within approved budgets
- Collect social media statistics (reach, engagement, follower growth, video views) and prepare a monthly report with recommendations
- Ensure informed consent is obtained for all images and testimonials and that no child or person supported by Tdh can be identified, in line with Tdh's Safeguarding Policy
- Maintain an organised archive of published content, visuals and consent forms, in line with data protection requirements

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- University degree in Communication, Journalism, Marketing, Public Relations or a related field
- At least 1 year of experience in a communication, PR, marketing or related support role, preferably in the non-profit sector (relevant internships or volunteering are considered)
- Proven experience drafting content and posting on social media platforms (Facebook, Instagram, LinkedIn, etc.)
- Experience using Canva, CapCut or similar tools to create social media visuals and videos
- Basic photography and video editing skills for social media
- Experience supporting events, campaigns or visibility activities is an asset
- Interest in children's rights and the non-profit sector; knowledge of ethical storytelling and child safeguarding principles in communication is a strong asset

SKILLS & COMPETENCES

- Good writing and editing skills in Romanian and English
- Strong organisational skills and attention to detail, with the ability to manage several tasks and deadlines
- Able to work under supervision and coordinate with colleagues across projects
- Discretion and respect for confidentiality, particularly regarding the personal data of children and people supported by Tdh
- Good computer literacy (MS Office, Canva, social media scheduling platforms); basic website content management (CMS) skills are an asset
- Fluency in English and Romanian (written and spoken)

TO APPLY:

Qualified applicants are encouraged to submit their CV and motivation letter in English, together with a short portfolio or links to content they have created, to vacancy@tdh.ro. Please include "Communication Assistant, your name and surname" in the subject line of the application email.

Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including: Child Safeguarding Policy, Code of conduct.

GDPR compliance:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply, and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.

Due to an anticipated high number of applications, Tdh is not able to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.
