

Communications Executive

The Archdiocese of Malta is seeking to recruit a Communications Executive on a full-time basis. The successful applicant will report to the Assistant Head of Media and will be responsible for the implementation of the Archdiocese of Malta's communication strategy aimed at engaging diverse audiences including Church members and entities, the media, as well as society at large.

The ideal candidate must:

- Have a university degree in Communications or a related field. A recognised certification in proofreading of the English language will be considered an asset.
- Have a minimum of 3 years' experience in the field of communications, public relations and/or journalism.
- Possess strong communication skills, both verbal and written in Maltese and English.
- Possess excellent interpersonal and organisational skills.
- Be knowledgeable in the teaching of the Catholic Church.
- Be able to work alone, as well as with other team members.
- Be able to multitask whilst keeping deadlines.
- Be accurate, organised, flexible and self-motivated.

Interested persons are to submit the following to hr@maltadiocese.org by not later than 31 January 2024:

- A letter of application
- A detailed CV
- A scanned copy of certificates
- Name and email address of two referees

