

## **Communications and Branding Manager**

- Press releases, organising and implementing on UBC events, before, during, after
- UBC newsletter eg. 4-5 times a year
- Posts on Facebook – UBC & cities events, activities etc
- Posts on Twitter
- UBC branding
- Updating and administration of the UBC website
- Edition and layout of the Baltic Cities Bulletin and other publications
- Networking with communication experts in member cities on UBC matters
- Organisation of conferences, seminars, meetings, events, etc.
- Preparation of communication documents, reports, correspondence, surveys
- Other tasks assigned by the Secretary General when needed