

# Junior Communication Specialist

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JOB POSITION:  
JUNIOR COMMUNICATION  
SPECIALIST

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LOCATION:  
MILAN, ITALY  
BOCCONI FOR INNOVATION  
VIA BOCCONI N°6, 20136

FULL TIME  
IN-PERSON



## Position Overview

We are seeking a motivated Junior Communication Specialist to join our team. The ideal candidate is fluent in Italian and English and will manage communication with our community and juries, oversee newsletters, handle customer care, and coordinate press releases. This role is crucial in maintaining effective engagement with our audience and promoting our brand image and values.

## Key Responsibilities

- Manage communication with our community via newsletters, press releases, emails, and FAQs.
- Support with communication with all stages of our competitions, including opening, closing, and winner announcement
- Provide top-notch customer care, addressing inquiries and resolving issues promptly and effectively.
- Develop and maintain FAQs to address common participant queries.
- Coordinate the preparation and distribution of press releases to relevant media outlets.
- Liaise with platforms and magazines to publish information about contests and initiatives.
- Manage communication with jury members, ensuring clear instructions and timely updates throughout all stages of competitions (opening, closing, winner's announcement).
- Continuously assess and improve communication and sales processes based on feedback and industry trends.

## Requirements

- Bachelor's degree in Marketing, Communications, or a related field.
- Proficiency in English and Italian, both written and verbal (essential).
- Excellent written and verbal communication skills.
- Strong organizational and project management abilities, capable of handling multiple tasks and deadlines.
- Ability to build and maintain relationships with diverse stakeholders, including sponsors, partners, and community members.
- Proactive, eager to learn, and able to work independently and as part of a team.
- Active interest in architecture and design

## Why Join Us

At Terraviva, you'll have the opportunity to impact the field of architecture and design within a collaborative, creative team. We offer a dynamic work environment that encourages professional growth and values your contributions. With competitive compensation and the freedom to develop innovative content ideas.

## Compensation & Presence

Our workspace is located in Milan (Via Bocconi 6). A three-month trial period will require full-time presence in the office. After this period, remote work on certain days may be arranged based on the progress of the collaboration.

## How to apply?

If you are passionate about effective communication and have the skills and experience to excel in this role, we would love to hear from you!

- Applications must be sent by email to [jobs@terravivacompetitions.com](mailto:jobs@terravivacompetitions.com)
- Write in the subject of the email the position for which you are applying followed by your first and last name (ex.: Communication Specialist\_John Smith)
- Attach your updated CV and a cover letter detailing why you are the ideal candidate for this position (max. 20 MB in total)
- It is not necessary to write any text in the body of the email
- After the closing of the application, candidates will be notified by email whether they have been shortlisted or not for next selection step

