

## **Job Specifications for the Communications Officer**

### **Open Foundation West Africa**

**Status:** Full time

**Start date:** Mid September, 2020

**Location:** Labone, Accra - Ghana

The role of a communications officer is needed to promote the organization's brand, activities and products. He or she will act as a liaison between the organization, community, public and media to ensure that the organization remains relevant. He/she will support our internal and external communications strategy, write and disseminate publicity materials, respond to enquiries from the public and media and coordinate promotional events. Additionally, the Communications Officer would oversee the organization's communication programs, prepare media briefings and engagements, be responsible for the organization's communication with different target audiences, prepare fliers/posters/banners, handle social media platforms and liaise with the media-print, electronic and online.

#### **The Communications Officer will be expected to perform the following duties;**

- **Community management** - The officer will provide enhanced support and ensure constant engagement with the community (hubs/clubs). He/she will ensure an updated membership database, provide information and keep the community updated on projects and activities.
- **Communications Management** - Creating and designing of communication materials (infographics, blogs, newsletters, etc.), ensuring up to date information about our organisation on all communication channels and developing effective communication and engagement strategies to reach new audiences and prospective stakeholders.
- **Media engagement** - Planning and executing visibility for the work we do through media drives. The officer will be responsible for dealing with the press and creating any kits and materials that facilitate such engagements (press releases, press kit and general communicative pieces).
- **Partnership coordination** - Creating and managing opportunities that ensure partner and stakeholder engagement.
- **Administrative support** - Providing administrative support and pursuing processes that augment our operations.

## Requirements

- Bachelor's degree in journalism, public relations, mass communication or other relevant educational background
- 3-5years of experience working in similar role
- Training/experience in graphic design, photography or videography

## Skills we would like you to have;

- Community management
- Effective writing and communication
- Public speaking and strong presentation skills
- Ability to manage and use a newsletter tool (preferably mail chimp)
- Innovative, creative, organized, paying attention to details and able to work in a team.
- Knowledge and understanding of communication practices, tools and techniques in social media

## It would be even better if you had;

- Proficiency in design and publishing software(s)
- Have practical knowledge about photography and videography
- 2 years practical experience organising trainings, managing communications or community leadership
- Hands on experience with Wikipedia editing and knowledge about Wikimedia communities

## Application Instructions:

- Send CV and cover letter to [info@ofwafrica.org](mailto:info@ofwafrica.org)
- Title of the email must read: **Application for Communications Officer**
- Deadline for application: **Sunday, 6th September 2020, 11:59pm GMT**