

JOB DESCRIPTION

Job Title: COMMUNICATIONS MANAGER			
Department/Group:	COMMUNICATIONS	Reports to:	PROGRAMMES COORDINATOR
Direct Reportees: ALL PROGRAMME STAFF			
<p>Job Purpose The Communications Manager will provide leadership to the communications team at CEHURD and will have demonstrable experience in working in a non- profit context. The Manager leads the communication's department initiatives and provides mentorship and oversight on the communications team. This position particularly requires a strong writer who will develop high quality content for CEHURD's external communications including daily administration of the digital communication channels. This is a dynamic position that includes fundraising, development and communications responsibilities with a strong connection to CEHURD's programmatic work and mission.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Create and manage the organizational Communications Calendar • Point of contact for press, media and public relations person; • Public Relations planning and messages, brand and image development; • Manage media trainings, fellowships and feedback; • Oversee the organization's presence on all social networking platforms • Write internal newsletters, designing reports, including mid and annual reports; • Assist with coordination of updates & improvements on CEHURD's Web site; • Contribute and write stories and articles on the work of the organization in the different programmes; • Develop internal communications plan/strategy to help build organizational program engagement; • Coordinate presentations, logistics and messages for internal and external meetings for CEHURD; • Assist with grant applications and reports as well as integrating communications components in existing and new program grants; • Coordinate/assist with outreach efforts as determined by programs and management • Work with staff to identify potential media opportunities and stories. • Coordinate photography/videos for/of events, activities for use in publications, media, etc. and ensure appropriate releases are signed and filed; maintain videos, graphics & photo files • Do any other duties assigned to you by the Executive Director, Supervisor, program managers or any other duly authorized staff <p>In addition to individual respective tasks, the Communications Officer will be expected:</p> <ul style="list-style-type: none"> ▪ To adhere to CEHURD values and to actively promote their application amongst colleagues. ▪ To undertake tasks in a creative, self-driven and innovative fashion. ▪ To identify and implement additional tasks/ideas of benefit to the organization. <p>Key Relationships:</p> <ul style="list-style-type: none"> • CEHURD Executive Director • All CEHURD Programme Officers • Other CEHURD staff • CEHURD thematic committees 			

JOB DESCRIPTION

- Other networks
- CEHURD Partners and stakeholders

Qualifications:

- A bachelor's degree in mass communication or related field;
- Masters' degree in Communications, Human Rights, Health systems or related development field is highly desirable;
- Exposure and expertise in graphic design principles, e-communications, social media, internet and Journalistic skills will be an added advantage;
- At least 7 years work experience with 3 years in a senior position, preferably with an NGO or Communications Agency; and
- Interest in human rights, health systems and sexual reproductive health and rights advocacy is key.

The Communications Officer will be expected to have the following skills and attributes:

- Ability to use a range of personal computer software applications, including desktop publishing, PPT, excel and word to support and enhance work;
- Professional level of skills in proposal and publications development with writing and editing experience;
- Skill in writing for a range of audiences including capacity to write and edit news and feature articles;
- Ability to write/edit in a variety of writing styles, ability to draft materials on a wide range of topics. Strong editing and proofreading skills;
- The ability to translate complex technical language and ideas into language easily comprehensible
- Exceptional verbal, written presentation skills;
- Resource mobilization skills, Innovative spirit and willingness to use creative thinking;
- Team player with leadership skills, abilities and desire to interact with people at all levels;
- Demonstrated dedication to work effectively with underserved, at-risk, and vulnerable populations
- Knowledge of electronic media such as Web sites, e-Newsletters, Social Media, & other e-platforms