

JOB DESCRIPTION

Job Title: VOLUNTEER, COMMUNICATION AND DIGITAL MEDIA			
Department/Group:	COMMUNICATIONS	Reports to:	COMMUNICATIONS OFFICER
Direct Reportees: ALL PROGRAMME STAFF			
Job Purpose			
The Volunteer will support CEHURD's Communications Department to document, communicate and advance the work of the Center for Health, Human Rights and Development.			
Key Responsibilities:			
<ul style="list-style-type: none"> • Providing technical expertise towards digital media campaigns aligned with CEHURD's goals; • Provide support in creating, editing and uploading digital content to CEHURD's digital platforms. This includes; <ul style="list-style-type: none"> ○ Short videos ○ Photographs ○ Infographics ○ Text - Facebook posts, tweets, blogs/ news articles • Represent CEHURD at meetings and create content for CEHURD's digital platforms about those events. • Support management in the roll-out of new applications and policies pertaining to the use of digital media and ICT. • Monitor the performance of CEHURD's website and social media platform regularly and share insights on user engagement/ trends. • Ensure that content shared on CEHURD's digital platforms is accurate and that it is presented in the appropriate format. • Use creative ways to share data - such as infographics and other visual means. • Organise and facilitate skills sharing sessions to build the capacity of other team members on the use of digital media tools. • Ensure regular documentation and record keeping of all key procedures and decisions taken regarding CEHURD's communication requirements or policies. • Take responsibility for backing-up all information and record to ensure availability when required and enabling operational continuity. • Support compliance with CEHURD's IT policy as well as highlighting items to review by management. • Provide monthly ICT reports to the Communications Officer indicating any ICT related needs and an evaluations of CEHURD's digital media platforms in terms of engagement and reach. • Proactively anticipate and manage potential risks to the IT and digital media systems, to prevent systems downtime and secure all online information and resources of the organization through installation of backup systems. • Maintain communication links between the internet service provider and CEHURD, to ensure proper functioning of office internet services and equipment and other communications gadgets at all times. • Perform any other duties assigned to you by the Executive Director, Supervisor, Program Managers or any other duly authorized staff 			
In addition to individual respective tasks, the Volunteer will be expected:			
<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. 			

JOB DESCRIPTION

Key Relationships:

- CEHURD Executive Director
- All CEHURD Programme Officers
- Other CEHURD staff
- CEHURD thematic committees
- Other networks
- CEHURD Partners and stakeholders

Qualifications:

- Should hold a Bachelors' degree in Media and/ Communication, Journalism, Information Technology, or any related field.
- Proven experience and familiarity with digital media and its application in an NGO setting;
- Some knowledge of design and or editing software Photoshop, Indesign, Final Cut Pro, Premiere Pro, Audacity or other media editing software
- Experience with visual communication principles
- Familiarity with web content management systems
- Very good writing and editing skills
- Excellent analytical and project management skills
- Very good IT skills

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

- Research and Analytical skills
- Leadership skills
- Excellent verbal and written communication skills
- Team skills
- Resource mobilization skills
- Innovative spirit and willingness to use creative thinking.
- Dynamic and ready to work in a high -paced and multicultural work environment to deliver on ICT needs of CEHURD