



## **JOB VACANCY**

### **COMMUNICATIONS AND FUNDRAISING ASSISTANT**

***Are you experienced in implementing cutting-edge Communications initiatives and programmes?***

***Do you have excellent skills both in written and spoken communications in English and other languages?***

#### **Background**

The **African Women's Development Fund (AWDF)** is a pioneering grantmaking foundation headquartered in Accra, Ghana. AWDF was founded by and for African women. Since its founding in 2001, AWDF has continued to support a growing portfolio of grants to leading women's rights organisations and feminist movements across Africa, while also supporting knowledge generation, capacity building, movement building and donor advocacy around African women's activist histories, movement resourcing needs, and more recently, feminist futures.

#### **Job Summary**

The Communications & Fundraising Assistant will support the Communications and Fundraising Specialist in the execution of communications initiatives and programmes aimed at increasing the reach, impact and visibility of AWDF by expanding our communications in English and other languages as appropriate. The Communications Assistant will be expected to produce communications products in English and other languages if possible. As part of the Communications team, the CA will support internal as well as external communications with AWDF stakeholders.

#### **Specific Duties**

- Develop content (i.e. producing articles, stories and features) for AWDF managed websites and social media pages with a focus on English language content
- Update Social media platforms, including posting in English, and respond to queries and posts from the public
- Assist in the development of materials associated with organisational fundraising activities
- Contribute to the development of Communications strategy
- Contribute to annual planning and reporting of the Communications team
- Support AWDF resource mobilisation through production of communications content and development/implementation of campaigns
- Represent AWDF in internal or external, local or international events and activities as required

- Contribute to a learning environment within the Communications team and AWDF more generally
- Use communications skills and techniques to facilitate strong internal networking and behaviours
- Assist in compilation of AWDF's internal and external newsletters; production of English language reports, compiling communications documents and other written and/or audio-visual materials
- Track media mentions of AWDF and key stakeholders in English and generate reports as required
- Work closely with the MEL team to assist in their monitoring of communications focused programming and to support profiling of MEL results
- Assist in development and production of informational material, including grantee stories and other AWDF learning based products
- Assist in development of promotional materials for AWDF e.g brochures, postcards and other creative ways of raising AWDF's profile
- Provide communications support for AWDF sponsored or hosted activities

### **Essential Knowledge and Experience**

- Sound knowledge of women's rights issues and commitment to feminist activism in Africa
- Strong commitment to social justice, women's rights and social change
- Strong commitment to non-discrimination in all forms and active commitment to inclusive diversity
- Accountability- takes responsibility for all work activities and personal actions; follows through on commitments; maintains confidentiality with sensitive information; acknowledges and learns from mistakes without blaming others; recognizes the impact of one's behaviour on others.
- Creativity in AWDF work, including problem solving; by discovering new opportunities and solutions for problems by looking beyond current practices and using innovative thinking.
- Effective Communication - expresses oneself clearly and effectively when speaking and/or writing to individuals or groups; listens attentively; ensures that information is understood by all parties; shares information in a timely manner using the most appropriate method; presents well-organized information in a group setting.
- Fluency in spoken English and excellent writing skills
- Experience in utilising content management systems (WordPress) for websites
- Knowledge of graphic design will be an asset
- Good knowledge of key social media platforms (including Twitter, Facebook, Instagram, etc.)
- Excellent interpersonal and communications skills and behaviours
- Working knowledge or proficiency in French or Portuguese would be an advantage
- Excellent IT skills
- Familiar with organising campaigns on social media
- Ability to work both independently and as part of a team

- Ability to work to tight deadlines and balance competing demands in a heavy workload
- Punctuality and attention to detail
- Working knowledge or proficiency in French or Portuguese would be an advantage

## Qualifications

- Bachelor's degree or equivalent in Social Sciences, Journalism, Marketing, Communications, Business Administration or similar discipline
- At least 3-5 years work experience in a Communications role for an NGO or private sector organisation

## Organisational Competencies:

All staff members must demonstrate AWDF Core values in all their professional relationships and any interactions that may reflect on AWDF:

- Respect
- Inclusive Diversity
- Feminist Leadership
- Professionalism, accountability and stewardship
- Solidarity and Partnerships

AWDF has a Zero Tolerance Approach to all forms of corruption which is an offence for which immediate dismissal without benefits will result.

## Job Location

AWDF House, Accra, Ghana. AWDF will not be responsible for any relocation or related costs for potential candidates.

## How to Apply

Qualified and interested persons should send a **cover letter indicating their relevant skills and experience** and **CV** of not more than 3 pages **by email to**: The Human Resources Manager at [jobs@awdf.org](mailto:jobs@awdf.org) with the position being applied for indicated as the subject line.

Applications for the vacancies should reach AWDF **no later than 6 November, 2020**. Only short-listed candidates will be contacted for additional information and interviews.

***\*In line with AWDF's mission, qualified African women are encouraged to apply.***