



Job Description for Communication & Social Media Officer

About Action for Development (AfD)

Action for Development is a NGO with offices in Geneva Switzerland and Kabul Afghanistan.

AfD aims to ensure that funding for health and community development programs are spent in ways that maximize its impact, partnering with local organizations at the grass roots level. The main focus areas of our programs are strategic health facilities management, maternal, neonatal and child health services expansion, family planning, water, sanitation and hygiene, women's empowerment, capacity building and education. In 2014, AfD was granted consultative status with the United Nations Economic and Social Council (ECOSOC)

Responsibilities of the Communication & Social Media Officer.

Specific activities:

- Develop communication materials explaining AfD's work with special emphasis on graphics
- Assist in keeping all AfD communications up to date, regularly publish content on Social Media
- Update website content, write news and blog posts, keeping AfD communication recent and relevant
- Produce regular newsletters
- Produce fundraising and communication materials both in digital and print format
- Research interesting and relevant topics/content and write compelling stories
- Assist in other projects as required, i.e. organizing events

Required Qualifications:

- Degree in a relevant area such as Communications, English or Development/International Studies
- Minimum of 3 years experience with international organizations, international postings, or managing projects.
- Fluent in English both written and spoken. French is highly desirable.
- Good knowledge of Word Press, web design and interest in graphics development
- Detail orientated, good organizational skills and the ability to work in a team environment.

Terms of the Contract:

- Please note that this is an unpaid part-time volunteer position
- Time commitment: minimum of three days, 12 hours per week, either working in the office or telecommuting.
- AfD is an Equal Opportunity Employer, all qualified applicants will be considered for this opportunity without regard to age, ethnicity, religion, gender and origin

Interested candidates are invited to send applications with CV and letter of motivation to : recruitment@actfordev.org

To learn more about AfD, please visit our website: www.actfordev.org