

Communications Coordinator (Consultant)

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Company: Cycle Connect

Location: Gulu

Category: arts-design-entertainment-sports-and-media

Job Summary

We are looking for a creative consultant to work as a Communications Coordinator, you'll be responsible for overseeing all the internal and external communications, fundraising and marketing collateral, creating a unified and consistent message to partners and serving as a point of contact within the company. As you coordinate internal and external communications, you will be responsible for managing our social media and website inboxes. Having skills in graphics and design as part of content management shall be an added advantage.

Responsibilities

Work with the graphic design team and US communications person on the relevant projects, steer direction and timely submission of deliverables

Work with the CEO and wider team on setting the deliverables and topics per quarter for the newsletter, socials, campaigns and reports

Update website and social media pages

Manage clients and partner inquiries through email and social platform

Who do we look for?

Demonstrated interest in Cycle Connect's mission

At least three years' experience in social enterprise communications, implementing strategies and developing online content

Excellent project management skills

Excellent communications skills, both written and verbal

Ability to work independently and successfully manage multiple initiatives at once but also as a member of a team

Meticulous attention to detail and excellent time/task management skills

Experience with online marketing tools and social media platforms

Nice to have

Website maintenance

Graphics design skills

Other Information

This role is on a consulting basis and the contract requires a commitment for 4 days per month. The location will be remote with occasional travel to our area of operations.

Compensation is commensurate with experience.

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