

VACANCY: COMMUNICATION AND MEDIA ASSISTANT

INTRODUCTION

Centre for Enhancing Democracy and Good Governance (CEDGG) is a grass root civil society organization that works to empower vulnerable and marginalized citizens to claim their rights in local development and governance processes. CEDGG has been operating since 2001 and legally exists as a Non-Governmental Organization. Our head office is in Nakuru Town - Nakuru County, Republic of Kenya. Our programs cover the counties of Nakuru, Baringo, Kericho, West Pokot, Elgeyo Marakwet, Turkana, Laikipia, Isiolo and Narok.

POSITION SUMMARY

CEDGG seeks to recruit an enthusiastic communications professional to the position of Communications and Media Assistant. The Communications and Media Assistant will be responsible for supporting designing and implementation of strategies that promote CEDGG's visibility to diverse National and global audiences, expanding digital information sharing capacity and strengthening internal communication systems. He/she in consultation with the Programs Management Team will set up a Communications Team that will manage the creation, production and distribution of digital and print products and media activities at all levels. The Communications and Media Assistant will support this strategy and CEDGG's internal information structures by contributing to the design, development and dissemination of high quality tools and materials, ensuring style and branding compliance, backstopping CEDGG's media relations and conference participation, and supporting CEDGG's website and social media platforms.

JOB DESCRIPTION

a) Visual Design & Product Development

- Offer support to all teams in designing and editing materials for a range of audiences and contexts, including, briefs, toolkits, peer-reviewed articles, training curricula.
- Support all staff with presentation design and critical eye for data visualization communication.
- Liaise with graphic designers and other vendors to develop and produce materials.
- Ensure branding and style compliance, and represent Communication Team policies and guidelines across all materials.
- Support CEDGG's presence at all levels (both at the Counties and National)
- Coordinate or lead communication related trainings or events for staff or partners Digital Engagement

b) Digital Engagement

- Lead Communications Team in managing CEDGG's website content at **www.cedgg.org** and other CEDGG-managed microsites; suggest areas for improvement and edit for consistency and accuracy,
- Support Communications Team in creating, editing and posting creative content on CEDGG's Twitter, Facebook, YouTube and LinkedIn platforms using translated technical content and program updates,
- Design and execute CEDGG's participation in global events/ days in social conversations to amplify CEDGG's mission and Vision,
- Support Communications Team in repurposing and creating fresh content for monthly eNewsletters and other direct communication,
- Support Communications Team in maintaining a collection of photos, graphics, icons, info-graphics, databites video clips to use in various digital content,
- Expand digital dissemination outlets for information sharing such as websites, webinars, social media, videos, data visualizations, info-graphics, emails etc.

c) Media Relations

- Work with the Communications Team to develop and implement County(ies), National and global media strategies that advance CEDGG's media visibility and utilization of new media approaches, Coordinate responses to incoming media inquiries, review of press releases, and relevant news coverage monitoring.

Desirable Qualifications and Attributes

- ❖ Must have a Basic Degree in Communication and Media with IT or Public Relations from recognized institution of higher learning.
- ❖ Must be computer literate (working knowledge of word processing, graphics, PowerPoint, Excel).
- ❖ Must have knowledge on new media, digital publishing, website management,
- ❖ Must have good Communication and Interpersonal skills and demonstrate an excellent team spirit and ability as a team player.
- ❖ Must demonstrate an ability to write reports, press releases and news story articles.
- ❖ Must demonstrate professionalism, ready to learn and take initiative.
- ❖ An effective communicator, both written and oral.
- ❖ Ability to communicate in a professional manner ,
- ❖ Enthusiast to the mission and vision of CEDGG

If you meet the requirements for the position, please e-mail your application to jobs@cedgg.org with the Subject **COMMUNICATION AND MEDIA ASSISTANT** as the subject line. In your application, include a motivation letter (one page), recommendation letter from previous employment and detailed curriculum vitae with three referees.

The application should reach us by **17:00 EAT** on **25th September, 2024**.

Please note that applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted for interviews. CEDGG is an equal opportunity employer and does not solicit any fees for employment or internship opportunity.