

## **Job Position: Communications Officer**

Under the supervision of the Chief of Party, the Communications Officer is directly responsible for all communications with the media, USAID, the Iowa Consortium of organizations, University partners, and Private Sector partners, as well as external partners and the wider public. The Communications Officer is also responsible for the overall planning, implementation and evaluation of promotional events within the Activity.

The Communications Officer will work with other Iowa Consortium staff to ensure that all USAID regulations with regards to communications are followed. The Communication Officer will coordinate and write media briefings, press releases, web stories, social media practices, video contents, and arrange for the Activity to be present in TV and radio interviews and public events, as well as represent the Activity in such occasions as required.

### **Duties and Responsibilities:**

- Serve as the Activity's Communications Officer, liaise with USAID's Communications Office, and ensure that all USAID regulations with regard to communications and branding are followed as well as the branding guidelines of the Iowa Consortium organizations.
- Administer arrangements within the Activity for meetings, conferences, and promotional events.
- Administer an "information" e-mail address for general Activity enquiries.
- Administer the Program web-page and ensure proper coverage of activities and materials are produced in web and social media formats.
- Identify success stories in the field and conduct interviews to prepare promotional materials to demonstrate the Activity's impact.
- Ensure quality pictures from the Activity events and activities and maintain a shared folder of pictures for Activity purposes.
- Prepare a range of print and digital materials to present the Activity and its activities, including posters, banners, textual materials, and audio and videos.
- Write and manage media briefings, press releases, web stories, and social media content.
- Prepare design templates for Activity staff and partners to use. Train staff and partners, and oversee the uses of templates to adhere to a consistent presentation of the Activity.
- Approve the design of all materials prepared by the Activity for adherence to USAID and Iowa Consortium standards regulations.
- Procure and maintain display, audio-visual and other equipment required for meetings, conferences and promotional events.
- Contribute to weekly, quarterly and annual reports as required by the Activity Director.
- Coordinate with the administrative staff to ensure coordination of activities in regards to logistics.

### **Minimum Qualifications:**

- Bachelor's degree in one of the following or related fields: education, journalism, media studies, business management or related field.
- 5 years' experience in communications, journalism or media, preferably with USAID projects.
- Evidence or a portfolio of prior print and media communications examples.
- Exceptional skills for editing, compliance with standards, and adhering to details.
- Demonstrated ability to organize complex events.
- Experience in international donor projects.

- Experience in the field of education desirable.
- English language fluency, with excellent oral and written communication skills.
- Demonstrated knowledge and application of relevant donor policies and strategies, related to education; gender equality and female empowerment; youth in development; and organization improvement frameworks that address collaboration, learning, and adaptation.

### **Working hours**

The employee establishes an employment relationship on a full time schedule. The full time schedule shall be eight (8) hours per day, amounting to forty (40) hours per week.