

EMPLOYMENT ADVERTISEMENT

Job Title: Communications Coordinator

Department: Communications

Supervisor: Country Director and CEO

Job Type: Full Time

Duration: 12 months with the possibility for renewal

Country/Location: Kampala, Uganda

Start Date: Immediate

About Fairventures Worldwide:

Fairventures Worldwide (FVW) is a German based organization engaged in landscape restoration activities. Our Uganda program aims to find and implement solutions for large-scale restoration of deforested areas. FVW works with small scale farmers in Uganda to implement its reforestation programs. FVW approach to reforestation is through use of fast-growing indigenous tree species in agroforestry systems. FVW implements its programs through partnerships with local farmer groups and community entities for maximum impact and sustainability of projects.

The organization is currently seeking to recruit a Communications Coordinator

Purpose of the Position:

Fairventures Worldwide is seeking an individual with excellent communication skills to work full-time in our communications department. Communications Coordinator shall be supervised by the Country Director and the CEO.

Responsibilities:

- Develop and execute integrated communications strategies for Uganda stakeholders.
- Create communications materials including but not limited to messaging documents, Q&As, and talking points targeting various audiences.
- Help manage communications for potential issues and crises.
- Develop a stakeholder engagement plan that links to overall objectives that identifies the specific requirements of each stakeholder group.
- Develop and maintain stakeholder relationships once established through regular communication activities as identified with each stakeholder
- Participate in the review and updating of the comprehensive and coherent fundraising strategy.
- Develop clarity and focus on messaging, image, and branding to strategically position the organization amongst key stakeholders and audiences.

Fairventures Worldwide Uganda

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- Overseeing events, including planning, identifying invitees and speakers, developing agendas, talking points and/or presentations, etc.
- Support the development of policy and advocacy material for national and global use including position papers and advocacy reports.

Media Support

- Conduct local media landscape assessments and make recommendations around brand-building and reputational risk management.
- Establish relationships with key media actors and outlets.
- Supervise the development of media pitches, press releases, op-eds, and talking points, ensuring national priorities and perspectives are integrated into global messaging

Social Media Support

- Develop an editorial calendar specific to local content, events, and holidays
- Develop social media campaigns and content for use across social media platforms (Twitter, LinkedIn, Facebook, WhatsApp) and supervise implementation.

Events Support

- Identify potential speaking and/or sponsorship opportunities at the local levels and liaise with event coordinators.
- Support all event logistics on the ground, including venue, catering, signage, photography/videography services, material printing, speaker/moderator/participant outreach and invitations, booking reservations, developing itineraries, arranging transportation, etc.
- Develop and distribute social media toolkits in advance of events, and manage all social media posting during and after events.
- Develop and distribute press kits in advance and at opening of events, and serve as the primary point of contact for press and media follow-ups
- Other duties as reasonably assigned

Requirements:

- Bachelor's Degree or equivalent in PR, Communication, Journalism or related field.
- Minimum 3 years of PR/communications-related experience.
- Interest in climate protection and local communities.
- Should be able to act independently, show initiative with an outgoing personality.
- Exceptional written skills, with an aptitude to develop messaging for different audiences.



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- Possess a strong working knowledge of Microsoft Office products
- An understanding of what makes powerful and impactful content.
- Strong interpersonal skills with a talent for working well with a variety of people and leading through influence within all levels of the organization.
- Project management/prioritization skills with a proven ability to work independently with stakeholders under minimal supervision.
- Experience and confidence in providing communication counsel and coaching to senior leaders.
- Experience with online and social media communication tools and strategies
- Good working knowledge of the communication industry's channels and best practices.
- Knowledge of any of the local languages is an added advantage
- Willingness to travel

How to apply:

- Email a cover letter and CV **ONLY** addressed to the Country Director, Plot 4A Kampala Road, Crown House to info.uganda@fairventures.org by **15th July 2022** not later than 5:00pm EAT.
- In the subject line of the email, indicate – **Application for Communications Coordinator** only.

Equal Opportunity

Fairventures Worldwide provides equal employment and advancement opportunities to all individuals. Employment decisions at Fairventures Worldwide are based on merit, qualifications and abilities. Fairventures Worldwide does not discriminate in employment opportunities or practices on the basis of color, religion, sex, sexual orientation, national origin, disability, marital status or any other characteristic protected by the law.

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