



GHEI is recruiting for a Communications Director to be based in Humjibre, Ghana.

Start date: March 1, 2012

Duration: 13-24 months, with preference given to people who can commit for the full 24 months

Job summary: This position entails working closely with both the local Ghanaian staff and the Western Team to manage GHEI's in-country publicity and web-based marketing. Responsibilities include facilitating local stakeholder meetings, promoting GHEI's work through social media and blogging, and organizing campaigns for current and potential donors. This position requires a great deal of flexibility since responsibilities can change greatly throughout the year. During the summer months, GHEI hosts a series of short-term volunteer groups, and the Communications Director plays a role in recruiting, training, and supporting these teams of volunteers. This position requires creativity, an outgoing personality, thoughtfulness, initiative, and an ability to work in a challenging, resource poor environment.

This position reports to the in-country Program Director and U.S.-based Executive Director.

Responsibilities:

- Manage GHEI's blog and social media presence, including FB, Causes, Twitter, Jumo, YouTube
- Write and update copy for GHEI website
- Organize all mailings, e-newsletters, email updates, and fundraising campaigns for donor affinity groups, Serve and Learn alumni, and previous Coordinators
- Coordinate Annual and Quarterly Reports for Ghanaian stakeholders and Annual and Quarterly Reports for Western stakeholders
- Organize GHEI Annual General Meetings at the community, district, and regional level
- Provide staff training in computer proficiency and English language and composition
- Revise internal and external reports, proposals, promotional materials



- Track Summer Serve and Learn 2012 volunteer recruitment program, and provide support where needed.

Qualifications:

- Bachelor's degree, preferably a Masters in field related to the position
- Minimum 1 year relevant work experience in nonprofit marketing/publicity, journalism, or creative writing with developing country experience preferred
- Familiarity with social networking (Facebook, Twitter, Youtube) and blogging
- Outgoing personality and willingness to take initiative
- Preference given to candidates with knowledge of web design
- Ability to live a rural, resource-poor environment with limited internet capabilities and intermittent power outages, etc
- Demonstrated cross-cultural awareness
- Excellent spoken and written English
- Excellent communication skills and ability to collaborate effectively with others in Ghana and in the US/UK
- Commitment to the highest professional standards, ethics, and values
- Flexibility and willingness to undertake a wide variety of tasks as required
- Ability to juggle multiple tasks and meet deadlines
- Ability to work independently and as part of a team