



Title: **Communication Officer**

Partner Location: Jordan

Local partner: Refugees, Displaced Persons and Forced Migration Studies Center (RDFMSC)

Duration: 3-8 months (flexible)

Time Commitment: full time - 35 hours per week

Assignment context:

Are you passionate about communication? Do you have the skills to ensure effective communication within the organization and manage the organization's external communication?

As a Communication Officer for Refugees, Displaced Persons and Forced Migration Studies Center (RDFMSC) in Irbid, you will be managing both internal and external communication, maintaining a positive public image, creating and disseminating content, and playing a critical role in crisis management.

Apply today to have an impact on inclusion, equality, and youth empowerment!

Roles and responsibilities:

- Develop and implement channel-specific content marketing campaigns
- Monitor social media channels to respond appropriately to posts/comments and identify issues that require escalation
- Content development and management
- Ensure that a gender equality lens is consistently applied in the execution of all activities
- Support partners to empower young women and promote a culture of gender-sensitive representation in all activities and program benefits
- Participate in pre-assignment training
- Participate in at least 3 public engagement initiatives before, during, or after the assignment. Volunteers will be equipped with the tools, training, and support to achieve these goals. Volunteers will also have one virtual check-in with the Public Engagement Officer throughout the course of their assignment
- Set up a personalized volunteer fundraising page on the WUSC fundraising platform and share it in your networks. Volunteers will be supported with the tools, training and support to achieve the fundraising goal
- Submit reports as required by the partner organization and by WUSC.

Qualifications and experience:

- Currently pursuing a degree in communication, public relations, journalism, marketing, or a related field
- Extensive knowledge of Microsoft Office Suite, particularly of Excel spreadsheets
- Proficiency in computer skills (Word, Excel, Google Drive/Docs/Gmail, etc.)
- Excellent organizational and time management skills and attention to detail
- Strong willingness to support the mandate of RDFMSC and the ultimate goal IGNI+E project
- Ability and willingness to volunteer in person at RDFMSC
- Positive attitude and willingness to share knowledge
- A commitment to gender equality, youth inclusion, and international volunteering
- Flexibility, adaptability, excellent interpersonal skills and cultural sensitivity
- Experience with group facilitation and trainings, including content development considered

- an asset
- Experience living and working internationally considered an asset
- Written and oral fluency in English.

Matching Process

Should you be selected for a Communication Officer position with WUSC, you will be matched with a partner organization and given a more specific assignment prior to your start date. We will do our best to take into consideration your interests, but require a certain amount of flexibility from you as well.

WUSC's Safeguarding Policy:

WUSC's activities seek to balance inequities and create sustainable development around the globe; the work ethic of our staff, volunteers, representatives and partners shall correspond to the values and mission of the organization. WUSC promotes responsibility, respect, honesty, and professional excellence and we will not tolerate harassment, coercion and sexual exploitation and abuse of any form. Successful applicants will be required to sign off on the WUSC Code of Conduct and the Self-Disclosure Form.