



**Title: Communications and Inclusion Officer**

Partner Location: Malawi

Local partner: Non Governmental Organization Gender Coordination Network (NGO GCN)

Duration: 3-12 months (flexible)

Time Commitment: full time - 35 hours per week

**Assignment context:**

Are you passionate about supporting women's economic empowerment and advancing gender equality? Do you have communication and inclusion skills to share?

As the Communications and Inclusion Officer with Non Governmental Organization Gender Coordination Network (NGO GCN) in Malawi, you will provide support in communications and gender equality-related work, including advocacy and implementation of communication strategies.

Apply today to have an impact in gender equality and women's empowerment in Malawi!

**Roles and responsibilities:**

- Utilize social media channels to create a stronger online community and promote the visibility of NGO GCN in Malawi and internationally by sharing information about its current activities
- Support in conducting research on gender, women's rights and human rights sources and relay findings in written reports and articles for external publication
- Assist in preparing and coordinating gender training, while integrating key aspects of the constitution, international human rights law, treaties, and conventions
- Support with documentation, case studies, newsletters and updating website and also disseminate knowledge and best practices on topics related to gender equality and women's rights while ensuring to reduce paperwork and the environmental footprint of the work associated with communication and support data collection processes to engage in greener programming
- Support in the preparation and development of gender equality and empowerment training materials by ensuring gender equality lens is consistently applied and inclusion and participation of young women and other marginalized youth, as well as their representation, in all activities related to communication
- 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 and/or training in journalism, communications, gender studies, international development studies, or a related field
- Demonstrated experience developing and implementing communications strategies and work plans
- Knowledge of social inclusion and gender equality
- Demonstrated experience in design, and content development
- Ability to work independently as part of a hybrid working group
- 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 Communications and Inclusion 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.