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[wusc.ca](http://wusc.ca) / [eumc.ca](http://eumc.ca)

**Title: Communications & Visibility Officer in Malawi**

Partner Organization: Kawjo Foundation

Partner Location: Malawi

Duration: 3-12 months

Time Commitment: Full time - 35 hours per week

**Assignment Context**

Are you passionate about improving economic opportunities and entrepreneurship for youth? Do you have communication skills to share?

As the Communications Officer with Kawjo Foundation in Lilongwe, Malawi, you will support the development of communications and marketing strategies and tools to increase Kawjo's visibility and share success stories with its partners and stakeholders.

Apply today and contribute to youth empowerment in Malawi!

**Roles and Responsibilities:**

\*Please note that these will vary depending on the needs of the partner organization

- Assist in the development, design, implementation and coordination of communication and marketing strategies and activities to help attract new funding partners by providing administrative and logistical support
- Collaborate with Kawjo staff to contribute ideas and help gather information for the production and packaging of communications materials that highlight the organization's successes, lessons learned, and best practices
- Support in coordinating and implementing communications activities by assisting in organizing events, managing social media updates, and helping increase awareness and visibility of the organization in new and innovative sectors
- Assist Kawjo to consider meaningful inclusion of program participants
- 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
- Submit reports as required by the partner organization and by WUSC

**Qualifications and Experience**

- A degree or currently pursuing a degree in communications, public relations, marketing, or other related fields
- Demonstrated experience in developing communications strategies and work plans
- Demonstrated experience in marketing and targeting international communities
- Demonstrated experience in digital communications marketing, social media tools, trends, and best practices
- Comfortable using online working platforms
- 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

**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.

