
Position Title	Communications Assistant
Location	FRI Ottawa Office (hybrid) or remote within Canada
Supervisor	Senior Communications Specialist
Application Deadline	August 10th, 2022
Position Type	Full-time

Farm Radio International is a Canadian organization that has been working since 1979 to harness the power of radio to meet the needs of small-scale farmers. We work with more than 1,200 radio organizations located in more than 38 African countries to fight poverty and food insecurity. With the benefit of FRI resources and training, our broadcasting partners deliver practical, relevant, and timely information to tens of millions of rural Africans, including women farmers. We also work with a range of funding partners to implement radio projects that address specific development challenges and community needs delivering results for farmers and other rural denizens.

One of our next big priorities is to let more global citizens know about our work so that they can become involved as champions of Farm Radio's work. To help advance that, we're looking to hire a Communications Assistant to help us in a variety of roles. This role is for you if you love writing, proofreading and publishing written or multimedia content and have a keen eye for a good story.

Responsibilities

This position puts you in the centre of our stories and content creation. You'll be working on creating stories and content that inspires our audience to take action. You'll also be the steward of the newsletters that our supporters love. These are some of the things you'll be working on on a regular basis:

- Responsible for writing and assembling content for digital newsletters, including:
 - Our physical and e-newsletter for supporters
 - Our e-newsletter for institutional partners
 - Our internal newsletter

- Responsible for writing, collecting and publishing blog posts and stories about our work
- Contribute to other written pieces such as
 - Annual report
 - Brochures
 - Web pages
 - Thematic briefs
 - Project briefs

- Responsible for maintaining and updating our photo database
- Assist teams, including country offices, with story creation, story pitching and media outreach
- Coordinate with digital marketing officer to support the distribution of content through social channels
- Work with global and country teams to create pieces that demonstrate thought leadership
- Work with Monitoring Evaluation Research and Learning team to share stories of success, reports and lessons learned with our audiences
- Assist fundraising team with fundraising campaigns, updating fundraising pages on our website, editing fundraising emails and supporting on other needs

Qualifications

Experience

While this position is ideally for someone with a minimum of 3 years of experience, we know that experience can come in many forms, both in formal (paid) work as well as through directly related volunteer or unpaid work and that will be considered in the selection process.

Skills/Competencies

- Bilingual spoken communication skills (English and French) with excellent written communication skills in French and strong written communication skills in English
- Excellent grammar and spelling
- Strong organizational skills
- Exceptional attention to detail
- Bonus: experience with video and audio editing software
- Bonus: familiarity with current discussions about and within field of international development

Applications

Farm Radio is an affirmative action employer. Women, people of colour and members of equity-seeking communities are strongly encouraged to apply. We welcome and encourage applications from people with disabilities and accommodations are available on request for candidates taking part in all aspects of the selection process.

To submit your application, send your CV to jobapps@farmradio.org. Only those candidates selected for an interview will be contacted. No phone calls please.