
Position title:	Communications Assistant
Location:	FRI Ottawa Office (hybrid) or remote within Canada
Supervisor:	Senior Communications Specialist
Application deadline:	Open until filled (applications will be reviewed on a rolling basis)
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 rural people across Africa. We work with more than 1,200 radio organizations located in more than 38 African countries to fight poverty and food insecurity using interactive radio. 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. We also work with a range of funding partners to implement radio projects that address specific development challenges and community needs delivering results for rural communities.

We think our work is exciting and we're looking for someone to help us communicate what it is we do, and who looks forward to getting other people involved in our work. The Communications Assistant role will help tell Farm Radio's story and the stories of the people we work with and for. This role is for you if you are a communicator and a story-teller at heart. We're looking for someone who is a strong writer, who will think creatively about how to tell Farm Radio's story and who has a keen eye for a good story — or even someone who has a strong opinion about the uses of em-dashes and Oxford commas.

Responsibilities

This position puts you at 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

This position is ideally for someone with a minimum of 3 years experience, whether professional, volunteer or unpaid, or through formal education.

Required

- Excellent written and communication skills in English or French with strong communication skills in the secondary language
- Clear, strong, and persuasive written and oral communication skills
- Experience writing stories, articles or social media
- Exceptional attention to detail
- Strong organizational skills

Desirable

- Bilingual with strong written and communication skills in both English and French preferred
- A degree in communications, journalism or relevant experience
- Experience creating or editing video and audio
- Experience with design software including Canva, Photoshop etc.
- Familiarity with best practices in newsletter writing, website management, and SEO principles
- 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 application (CV and cover letter) to jobapps@farmradio.org. Only those candidates selected for an interview will be contacted. No phone calls please.