



HIRING COMMUNICATIONS & LIAISON AGENT

Up to 1-year contract, starting immediately, with the potential for renewal.

Please send your resume and cover letter to: cfam223@gmail.com

Competitive salary based on experience, to be discussed during the interview.

TASKS

1. Develop and execute communication strategies in collaboration with the dedicated team.
2. Develop evaluation and monitoring tools for project progress, making necessary adjustments to ensure successful project outcomes.
3. Plan, create, and oversee the publication of social media content (LinkedIn, Instagram, Facebook), ensuring consistent messaging and brand visibility; edit and maintain up-to-date content on the organization's official website.
4. Provide general administrative support for projects and communications for the organization (e.g. answering phones and emails, note taking at meetings, updating internal and official documents).
5. Help to organize meetings and events including booking meeting space, corresponding with attendees and promotion, taking minutes, etc.

SKILLS

- Fluency in English and French. Proficiency in Dari is an asset.
- A minimum Bachelor's degree required in a relevant field (e.g., social sciences, international development, project management).
- Keen interest in women's rights as well as refugee and immigrant rights.
- Proven experience in the NGO/community sector between 3- 5 years.
- Strong organizational and time management abilities, capable of handling multiple tasks, setting priorities, and adapting to evolving needs and deadlines..
- Proven ability to work in a multicultural and multi-ethnic environment.
- Demonstrated ability to work independently and as part of a team, with a strong commitment to promoting diversity and inclusion.
- Proficient in Microsoft Office Suite, project management tools, such as marketing and outreach tools etc.