

# Job Description :: Communications / Media Coordinator

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**About Ekisa ::** Ekisa is a Christian ministry and a U.S. registered 501c3 working in Jinja, Uganda with children having special needs and disabilities.

**Primary Purpose and Function ::** The Communications Coordinator at Ekisa is the backbone of our fundraising, marketing, and media presence. Promotion of Ekisa is the key to our fundraising efforts, but also is a means to change the conversation around disability and stigma both here in Uganda as well as around the world. Our digital voice also furthers the conversation on best practice in orphan care, fostering, and adoption.

**NOTE ::** This preliminary job description includes a description of responsibilities that can be included in this position as a guideline of what the position could look like. However, the functions and responsibilities included in a finalized job description will depend upon the strengths, abilities, and background of the successful applicant.

**Reports To ::** Executive Director  
**Supervises ::** Photographer/videographer

**Classification of Personnel ::** Full-Time  
**Work Location ::** TBD

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## Possible Functions and Responsibilities ::

- Develop, evaluate, and implement Ekisa's Online Communication Plan – making sure our digital voice represents our organizational ideology
- Post on all of Ekisa's social media accounts and create and adhere to a posting schedule
- Plan and execute fundraising campaigns, including one-off campaigns and crowdfunding efforts
- Manage and promote Ekisa's sponsorship program
- Manage and update website content
- Develop print materials including, but not limited to, brochures, infographics, sponsorship cards, annual reports, logos, letterhead, etc.
- Take photos and videos for media and marketing purposes
- Evaluate and advance Ekisa's brand identity
- Manage parts of Ekisa's donor management software including: templates, newsletters, donation pages, campaigns, and acknowledging donations

## Skills ::

- Commitment to ethical storytelling – always aiming to uphold the dignity of those Ekisa serves through empowering imagery and messages
- Competency in working in a cross-cultural setting. Prior experience in a developing country is preferred.
- Temperament to work with children living with disabilities
- Willingness to seek out and learn from perspectives of individuals living with disabilities themselves
- Demonstrated creativity and in-depth knowledge of social media platforms
- Strong attention to detail
- Exceptional interpersonal, oral, and written communication skills
- An ideal team player: humble, hungry, and people smart
- Ability to maintain a level of accuracy and confidentiality
- Outstanding vocabulary, punctuation, and grammar
- Photography, videography, and graphic design experience (we use Adobe Suite)
- Website management experience (we use WIX)

## Minimum Requirements::

- Clean criminal record check
- Passion for the mission, vision, and work of Ekisa
- One year commitment

**Salary ::** This position is a combination of personal support/fundraising and salary.

Apply by sending resume and cover letter to [jobsearch@ekisa.org](mailto:jobsearch@ekisa.org).