

Media Project Assistant

Reporting to: Media Project Manager

Duration: Negotiable, but minimum 3 months, working 2 - 3 days per week

Salary: Unpaid, but we will pay reasonable travel and lunch expenses

Location: Aldgate/London E1

Start date: April 2011

Deadline for applications: 10am Monday 14th March

FrontlineSMS is [award-winning](#) free, [open source](#) software that turns a laptop and a mobile phone into a central communications hub. Once installed, the program enables users to send and receive text messages with groups of people through mobile phones. What you communicate is up to you, making FrontlineSMS useful in many different ways.

We're looking for a meticulous, well organised person who is able to assist with the development of the new version of the FrontlineSMS software and radio plug-in. You'll join our small team, based in London, for 2 days a week for three months. You'll provide support to various projects, including:

- Helping to develop the specification for version 2 of FrontlineSMS software
- Helping to develop website features, online resources and help files
- Conducting research into radio interface software, potential radio users, relevant conferences, media developments and funding opportunities
- Helping to coordinate pilot trials, organise feedback from users and maintain a contact database
- Anything else which comes up! If you have specific skills, such as web design or video editing, we'll certainly be able to put them to good use.

Qualities we're looking for:

- Ability to summarise narrative by identifying key points or priorities
- Experience of administrative work, good organisational skills and attention to detail
- Good research abilities
- Ability to work alone and unsupervised if required
- Proficiency in Microsoft Office, especially Excel
- Experienced user of common web communications tools such as Skype, Twitter and Yammer

Other desirable qualities include:

- Prepared to use initiative to think about different software users' needs
- Experience using software project tracking, for example Jira
- Experience working in a radio station, for example in student radio or during work experience

This is an opportunity for you to see first-hand the workings of a small, vibrant organization - from fundraising to marketing to developing strategy - and gain an understanding of the many and varied projects who use FrontlineSMS.

To apply, send a CV and covering email explaining why you'd be the right person for the position, to info@frontlinesms.com. Anticipated interview date for this role - week beginning 21st March.