Project Assistant

Reporting to: Community Support Coordinator
Duration: Negotiable, but minimum 3 months, working 3 - 5 days per week
Salary: Unpaid, but we will pay reasonable travel and lunch expenses
Location: Aldgate/London E1
Start date: August 2011
Deadline for applications: Monday 18th July

FrontlineSMS brings the communication revolution to poor and remote regions of the world, by providing software which harnesses the power and reach of basic mobile phones already in the hands of billions of people. Our \o/ logo is a manifestation of our mission to empower people to use mobile technology to create positive change in their own communities. We do not implement projects or dictate how FrontlineSMS software is used, but we do provide tailored support services and resources to help organisations across the world use FrontlineSMS for social change.

This is an opportunity for you to see first-hand the workings of a small, vibrant organisation - from developing strategy to communicating key messages - and gain an in-depth understanding of the information and communications technology for development (ICT4D) sector.

You'll provide support to various projects, including:
- Helping to write online copy and manage website content
- Supporting with production of communications material and online resources
- Conducting internet based research into relevant conferences, media and funding opportunities
- Maintaining a contact database
- Building relationships with FrontlineSMS users
- Supporting on the administrative work required to keep a busy not-for-profit up and running
- 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 include:
- Good organisational skills and attention to detail
- A demonstrated interest in international aid, ICT4D, development, and/ or social change work
- Good research abilities
- Ability to work alone and unsupervised if required
- Experience of administrative work
- Proficient IT skills, including MS Office and common web communications tools

Other desirable qualities include:
- Experience of writing for public audiences, either on the web or for publication
- Experience of working with databases, such as Salesforce
- Graphic design skills

To apply, send a CV and covering email explaining why you'd be the right person for the position, to info@frontlinesms.com by Monday 18th July.