



## Radio Project Assistant

**Reporting to:** Radio 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

**Deadline for Applications:** 10am Monday 6<sup>th</sup> February

**Start date:** Monday 13<sup>th</sup> February

FrontlineSMS lowers barriers to social change using mobile technologies. We develop free, open-source, award-winning software that enables text message communication among large groups without needing the Internet.

FrontlineSMS:Radio is a tailored version of our software optimized for radio DJs. The radio is a dominant broadcast medium for many and has the widest geographical coverage. However, radio communication remains mostly one-way. FrontlineSMS:Radio is working to give radio listeners a voice and the ability to contribute to the discussions which affect them.

We're looking for a creative, enthusiastic individual to join our small team based in London, for a minimum of two days a week for at least three months. You'll provide support to various projects, including:

- Growing and maintaining the FrontlineSMS:Radio User Community
- Helping to co-ordinate pilot trials with radio stations from around the world
- Helping to develop our :Radio website, online resources, and writing blog posts
- Drafting help files for the software and assisting the software team
- Helping to maintain our user database, record user interaction and analyse user data
- Participate in external meetings with stakeholders and attend conferences
- Support the administrative work required to keep a busy not-for-profit up and running
- Assist with organization of an event to mark UNESCO World Radio Day in London on 13<sup>th</sup> February
- 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:

- A demonstrated interest in international aid, development, radio or the media
- Experienced user of common web communications tools such as Skype, Twitter and Yammer
- Good organizational skills and attention to detail
- Ability to work alone and unsupervised if required
- Experience of administrative work, especially using Microsoft Office programmes

### 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
- Experience in communications and marketing for the third sector

This is an opportunity for you to see first-hand the workings of a small, vibrant organization and gain an understanding of the many and varied projects which uses FrontlineSMS in a specific context.

To apply, send a CV and covering email explaining why you'd be the right person for the position, to [amy@frontlinesms.com](mailto:amy@frontlinesms.com) by 10am Monday 6<sup>th</sup> February. Interviews for this role will take place week beginning Monday 6<sup>th</sup> February.