VACANCY ANNOUNCEMENT:
Communications Assistant – Partnerships Unit, Samuel Hall

Tasks & Responsibilities

Objective 1 – Digital & Social Media

- Day-to-day running of Samuel Hall’s social media channels – maintaining a content calendar, growing our audience and developing creative ideas in line with broader communications objectives
- Supporting the development and management of the Samuel Hall website including SEO
- Assisting with the creation and management of visual assets (including photos, videos and graphics)
- Measuring and growing our impact through online engagement with key performance indicators

Objective 2 – Developing Brand Assets, Content & Marketing

- Protecting SH’s brand identity through adherence to existing SH brand guidelines and templates
- Simplifying complex information into digestible comms outputs like fact sheets, blogs, policy briefs.
- Working with the Advocacy and Communications Officer to run ‘Samuel Hall Stories’ - our multimedia storytelling blog including reporting, writing and editing.
- Working with the Advocacy and Communications Officer to plan and run digital advocacy campaigns
- Preparing materials and briefing documents ahead of media, donor and networking meetings
- Drafting press releases
- Support with conceptualising creative events and execution

Opportunities for Growth

Working at Samuel Hall means that you are contributing to ground-breaking, innovative, and rigorous work that bridges research, implementation and policy. Most of our training happens on the job, but as part of our investment in learning and development, everyone is encouraged to apply for up to five days of paid professional development leave and financial resources to enable them to acquire new skills and knowledge. We commit to helping you to:

- Grow within the organisation, with gradual increases in responsibility and accountability, and room for progression.
- Grow your understanding of development and humanitarian actors, with the opportunity for continued learning, and the chance to become a key voice in your area of expertise.
- Grow your personal and professional network as we expand our list of partners.

The Communications team is a new and expanding team within Samuel Hall that rewards ambition. Whatever your personal career goals, there is a real opportunity to help shape the strategic direction of the organisation and to contribute directly to our continued growth.

Vacancy Requirements

Required

- At Least 1 year Experience in a communications role
- Excellent spoken and written English skills
- Social media proficiency - especially Instagram
- Basic Design Skills - proficiency using Canva and Venngage
- Ability to work with a truly global team – coping under pressure, working occasionally irregular hours and meeting tight deadlines
- Attention to detail
- Proactive and able to work under own initiative
- Creative, imaginative, and passionate about storytelling
- Appetite for knowledge and improvement
- Demonstrated interest in humanitarian and development work, foreign affairs, communications
- Confidence in networking, professional relationship-building and contributing to internal and external meetings

Desirable

- Familiarity with any of the following tools: Mailchimp, Squarespace, Canva, Venngage
- Audio/video editing experience
- Prior knowledge of research in contexts of migration, displacement, and international development
- Past experience specific to the Middle East and North Africa, Central/South Asia and/or the East and Horn of Africa
- Additional languages - French, Arabic (native / fluent)

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<thead>
<tr>
<th>Location</th>
<th>Nairobi/Remote</th>
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<tbody>
<tr>
<td>Position</td>
<td>Communications Assistant</td>
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<tr>
<td>Contract duration</td>
<td>12 months, renewable, with a trial period</td>
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<td>Vacancy closure</td>
<td>Open until filled</td>
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<td>How to apply</td>
<td>All applicants should follow this link to apply to complete a qualifying test.</td>
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*Samanuel Hall is an equal opportunities employer. Applicants who do not follow the required format will not be considered. Only selected applicants will be notified within two weeks, and interviews will be conducted on a rolling basis.*