



## Job Description Communications Associate

**Job title: Communications Associate**

**Work location:** West Africa (working remotely / from home)

**Reporting to:** Director of Communications and Knowledge Management

**Salary range:** \$35,000 to \$45,000 per year, gross annual salary depending on experience, excluding benefits.

*NB: Remuneration is subject to a 20% withholding tax to the Ghanaian government for non-residents.*

**Closing date for applications:** August 8, 2025

**Expected start date:** September/October 2025

**Vision:** An equitable and inclusive West Africa, free from all forms of violence and discrimination.

**Mission:** ISDAO is an activist fund dedicated to building a West African movement that champions sexual diversity and sexual rights through a flexible grantmaking approach and the strengthening of a culture of philanthropy committed to promoting human rights and social justice.

### ISDAO'S NEXT COMMUNICATIONS ASSOCIATE - WHO ARE WE LOOKING FOR?

ISDAO is seeking a hard-working and professional Communications Associate with a unique combination of skills who is eager to play a major role in our work. As a Communications Associate, you will be an integral part of our Communications and Knowledge Management team. As such, you will play a key role in delivering effective and consistent messages across different platforms.

The ideal candidate will possess strong writing and organizational skills, a good knowledge of social media and digital communication tools, and the ability to work collaboratively with team members to enhance the organization's overall communication efforts. In addition, you will be the first point of contact for media engagement with external stakeholders, fostering strong relationships and ensuring seamless communication.

This position is for a dynamic, rigorous professional who is motivated by teamwork in a stimulating and collaborative environment. You will work under the supervision of the Director of Communications and Knowledge Management. You will work in close collaboration with the Communications Officer, who



will also provide support. We do not envision that the Communications Associate will have to master all the tasks set out when you take up the post, but to gradually build up your skills alongside them.

## **KEY RESPONSIBILITIES**

Our ideal candidate will have the following responsibilities:

### **DESIGN AND IMPLEMENTATION**

- Graphic design: Support the department in creating media resources and in designing and producing a variety of communication materials tailored to different target audiences and distribution channels.
- Community management: Develop our social media presence and manage our digital community (Facebook, LinkedIn, Instagram, WhatsApp Channel, etc.). This includes but is not limited to support for social media strategy, strategic monitoring, developing and managing the editorial calendar, creating posts and visuals tailored to each platform (LinkedIn, Instagram, Facebook, etc.), scheduling and publishing content via Hootsuite, analyzing engagement and audience metrics, and identifying areas for improvement.
- Web mastering: Supporting the update of ISDAO's websites, supporting the writing and publication of web articles, updates on our events on our website, and publishing videos.
- Audiovisual: Support the department in filming videos, editing videos using professional applications, recording audio for podcasts, audio editing, and uploading of podcasts on established platforms.
- Mailing & Newsletter: Support the department in writing emails for campaigns and creating newsletters via MailChimp.
- Relationship management with service providers: Maintain and develop relationships with technical consultants, including illustrators, graphic designers, and translators.

### **IMPLEMENTATION OF COMMUNICATIONS STRATEGIES**

- Participate in the implementation and monitoring of internal and external communications plans.
- Participate in the launch of communications actions in line with the enacted strategies
- Collaborate with members of the department, in particular with the Monitoring, Evaluation, Accountability, and Learning (MEAL) Officer, to devise and create creative communication initiatives and actions.
- Stay informed about the latest trends in social media, public discourse, and current affairs, and share ideas for content and recommendations for implementing communications plans.



## **PUBLIC RELATIONS**

- Support the Communications Officer in organizing events, managing emails, including ISDAO's general email addresses and social network messaging, writing and distributing press releases, putting together press kits, and any other related actions.

## **OTHER RESPONSIBILITIES**

- Audience Analysis: Analyze ISDAO audience behavior on various platforms (Website, Mailchimp, social media, etc.) to inform future communications and media engagement campaigns.
- Podcast Management: Develop ISDAO's podcasts, in collaboration with the MEAL Officer and Communications Officer, with possible contributions from ISDAO's partners.
- The Communications Associate may be required to carry out occasional tasks outside his/her main duties, depending on the needs of the department and/or ISDAO in general.





## **SKILLS AND EXPERIENCE REQUIRED**

**For our ideal candidate,**

### **Requirements:**

- Have a university degree in communications, audio-visual, or any other related field,
- Have relevant experience working in the human rights sector, particularly LGBTQI rights, women's rights, the philanthropy sector, or any other related sector.
- Be fluent in French and/or in English, ISDAO's two working languages, both written and spoken; understanding other languages, including local languages, is an asset.
- Have a strong understanding of social media platforms, including but not limited to X (formerly Twitter), BluSky, LinkedIn, Facebook, and Instagram.
- Mastery of the Adobe suite: InDesign, Photoshop, Illustrator, and Canva.
- Proven knowledge of the norms and best practices of social media platforms, and the ability to manage and engage online communities effectively.
- Strong international perspective, with an understanding of the diverse regional, national, social, and cultural contexts of West Africa.
- Ability to contribute effectively to teamwork and ISDAO's broader objectives and strategies.
- Flexible and adaptable approach, with the ability to respond to changing priorities in a rapidly evolving environment.
- Strong interpersonal skills, including active listening, effective cross-cultural communication, and the ability to negotiate with internal and external stakeholders.

**INITIATIVE  
SANKOFA  
D'AFRIQUE  
DE L'OUEST**

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- Ability to work independently and efficiently in a virtual or remote setting, as well as in person, while building strong relationships within the organization and with external partners.
- Based in a West African country.
- Willingness and ability to travel within and outside the West African region.
- Demonstrated experience engaging diverse stakeholders with a friendly and caring approach.
- Have a good understanding of professional discretion and the ability to work with sensitive and confidential information.
- Demonstrate excellent multitasking and organizational skills.
- Have a strong attention to detail.

### **Highly Desired:**

- Proven ability to create video montages using Premiere Pro, CapCut Pro, or similar editing software.
- Proficiency in using the WordPress web interface is an asset.
- Be based in one of ISDAO's focal countries,
- Have some understanding of the geopolitical and social contexts of ISDAO's regional working environment,
- Have a good network of contacts with service providers in the communications, audiovisual, graphic design, and press sectors.
- Demonstrate experience of working remotely,
- Be perfectly bilingual in French and English.

### **Our ideal candidate should have the following skills:**

- Be organized.
- Be Creative.
- Have a sense of initiative.
- Be proactive.
- Critical thinking: knowing how to question subjects with a view to improvement.

### **KEY CONSIDERATIONS**

As a West African LGBTQI activist-led organization, ISDAO seeks to recruit individuals who identify as part of the sub-region's LGBTQI communities and movements. We are therefore particularly interested in candidates who have not only the technical expertise and professional knowledge required, but also the familiarity, connections, and lived experience within the communities and movement.

Applications from LBQ women, trans, non-binary, and intersex people are strongly encouraged.









## **TO APPLY**

Interested candidates should send their CV and a one- to two-page cover letter explaining why they fit the profile, their experience, and skills to [recruit@isdao.org](mailto:recruit@isdao.org) by **August 8, 2025**.

Applications will be accepted in English, French, or both languages. Please note that only selected candidates will be contacted. Please note that only complete applications will be reviewed and considered.

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