



MOVING THE GOALPOSTS

EMPOWERING GIRLS THROUGH FOOTBALL | KILIFI, KENYA

Moving The Goalposts is a sport for development organization established in the 2002 in Kilifi. The organization uses football to empower girls in the rural and urban areas of Coast region. MTG envisions a more inclusive, just and peaceful world where girls' and women' human rights are realized and protected. It uses a rights-based approach and focuses primarily on sexual and reproductive rights, health and choice. More than nine thousand girls (aged 9 – 25 years) participate in tournaments and ongoing leagues in Kilifi, Mombasa, Kwale and Tana River counties. MTG leagues are youth-led and managed and include girl advocates that promote health sexual choices, financial independence and female leadership. Girls are also encouraged to take up more leadership roles in their Communities.

To further its mission, Moving the Goal posts seeks to recruit for the following positions to support its Monitoring and Evaluation as well as advocacy and communication portfolio

Post Title: Communications Assistant -Based in Kilifi

Reporting to: Advocacy and Communications Coordinator

Job purpose: This position supports Moving the Goalposts' communications. This role includes the production of key and high quality offline and online multi-media content in support of the strategic objectives of Moving the Goalposts. This includes developing strategic communications that further the goals of MTG and supporting staff to play their roles in communications. The communications assistant will in collaboration with the team, develop communications products, use the right channels to distribute them and monitor the effect of the communications.

Main Roles and responsibilities:

Strategy and planning

1. Support the Advocacy and communications coordinator in the development and review of an effective communication strategy and communication plans.

Implementation

2. Lead the implementation of the communications plan, providing support to staff, building capacity, and providing weekly updates to their supervisor
3. Ensure that communications is a team effort in MTG
4. Commission and work with designers to develop infographics, video, audio as the need arises
5. Write, edit and distribute content including publications, press releases, website content, annual reports, speeches that communicate the organizations' the MTG's outcomes, products and/or services.

Media and Social media engagement

6. Oversee and regularly update the website and social media feeds
7. In-charge of the coordination and implementation of MTGs social media strategy and plan
8. Establish and maintain an effective relationship with journalists and maintain a media data base

Records Management and Documentation



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9. Maintain records of all communications (products, social media, website, media coverage and collate analytics and metrics).
10. In collaboration with program team support the documentation of best practices, success stories and overall organizational annual digital success story booklet
11. Develop and submit quality and timely weekly, monthly and quarterly reports.
12. Develop budgets and undertake budget monitoring and controls related to his/her docket
13. Any other relevant duties as assigned by the supervisor.

Skills

1. Ability to think creatively and have an excellent communication and interpersonal skills.
2. Flexibility and adaptability.

Requirements:

1. Diploma or Bachelor's degree in Communication, arts or social sciences
2. Minimum of 2 years' relevant experience in a communication role.
3. Excellent verbal, written and interpersonal skills.
4. Good time management and organization skills.
5. Proficiency in Microsoft Office, Content Management Systems and social media platforms.
6. Fluency in English and Kiswahili.
7. Capacity in updating the website
8. Social media expertise
9. Desirable – video skills, audio, graphics

Application process

Application letters accompanied by a detailed CV should reach MTG on or before **1st November 2019** addressed to the Finance & Admin. Manager. The email to be sent to **humanresource@mtgk.org**. Ensure that the subject is clear with position advertised. Only shortlisted candidates will be contacted.