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| **Organization:** | GrowthAid | | |
| **Title:** | Communications and Visibility Intern | | |
| **Job Function:** | Reports to the Head, Operations | |
| **Classification:** | Intern | Due date: Immediate | |
| **Background:**  **Location** | GrowthAid is a Ghanaian NGO with an exclusive focus on Water, Sanitation and Hygiene (Wash) and the prevention of Neglected Tropical Diseases (NTDs) in poor and marginalized communities. Our vision is of a world where everyone has access to safe water and improved sanitation and where no one dies from preventable diseases. Our mission is to contribute to transforming the lives of the poor and marginalized people. We collaborate with relevant national and local organizations to ensure the sustainability of our work. For more information, refer to <http://www.growthaid.org/>.  Accra | | |
| **Responsibilities:** | The Communications and Visibility Intern will lead in the production of appropriate communication and visibility products and material including short stories, videos and documentaries and manage all social media handles to ensure organizational visibility.  The key accountabilities of the position holder include:   * Implement GrowthAid’s branding policy * Lead in the production of appropriate communication products (human interest stories, photos, documentaries, short videos, policy briefs) in line with GrowthAid’s requirements/policies. * Design of reports and other communication materials for printing and electronic distribution. * Improve and edit artwork, photos, charts, and other graphic elements. * Layout and design information and communication materials (t-shirts, banners, posters, booklets, leaflets, books, bulletins, flyers, cards) * Create different illustrative materials such as animation, presentations, and design of CD/DVD packaging * Custom photo editing * Draft and organize social media content to promote GrowthAid’s, videos and media coverage on Twitter, Facebook, LinkedIn and Instagram * Identify and research opportunities to share GrowthAid stories with relevant journalists and media outlets. * Assist with press release/media advisory writing, editing, distribution, and media outreach * Any other tasks assigned by the Executive Director. | | |
| **Training/Experience:** | * Strong theoretical and practical background in communications and/or graphic design, including the use of design software. * Strong training/experience of graphic production from start to published/printed product with knowledge of printing processes and colour management. * Strong training in the production of still pictures, documentaries and videos including a good working knowledge of photo editing. * Good understanding of new and evolving technologies and digital platforms. * Knowledge of standard software packages * Working experience in managing social media platforms is an advantage * Experience in writing for the web, planning, and project and events management is desirable. | | |
| **Technical Expertise:** | ***Required Expertise:***   * Ability to write short but compelling stories, * Ability to take good quality pictures, videos, and documentaries. * Photo editing skills | | |
| **Education, Professional Qualifications and Certification:** | A Bachelor’s degree/advanced training in communication science, photojournalism or related field. | | |
| **Language Requirements:** | * Fluent and superior mastery of English * French language would be an asset | | |

***Submissions of Applications:***

Interested candidates for this position should submit formal application and resume to [hr@growthaid.org](mailto:hr@growthaid.org) and Mawunya Semanu at [mawunyasemanu@growthaid.org](mailto:mawunyasemanu@growthaid.org) not later than June 15th 2020