

The Voice Inc – Marketing and Communications Officer: Job Description	
Position	Marketing and Communications Officer
Reporting to	Communications and Marketing Manager
Objective	The Marketing and Communications Officer will be responsible for coordinating and implementing effective marketing and communication strategies that support the mission and goals of The Voice Inc
Key Responsibilities	<p>The Marketing and Communication Officer implements and supports TVI to achieve its strategic priorities by;</p> <ul style="list-style-type: none"> • Supporting the Communications and Marketing Manager to produce high-quality, engaging, and effective written and visual communications materials such as press releases, newsletters, social media content, annual reports, and other materials as required. • Support the managing of the organization's website and social media presence. • Provide support and advice to other staff members on communications-related matters. • Develop and maintain relationships with media, to ensure the organization is positively represented. • Support event coordination of TVI events • Support the coordination of CleanGen Merchandise through TVI retail partners. • Monitor and evaluate the effectiveness of communications strategies and adjust as needed.
Experience	<ul style="list-style-type: none"> • A bachelor's degree in communications, journalism, marketing, or a related field. • Proven experience in developing and implementing effective communications strategies for non-profit organizations. • Excellent written and verbal communication skills. • Strong organizational and project management skills. • Familiarity with social media platforms, website development, and content management systems. • Ability to work effectively with a range of stakeholders, including staff, volunteers, donors, and partners. • At least two years' experience.
Terms of Employment	<ul style="list-style-type: none"> • This is a full-time position, with a probationary period of three months. • Salary will be commensurate with experience. • The organization offers a competitive package.

Application Process	<p>To apply please email:</p> <ol style="list-style-type: none">1. Your Resume with two reliable referees2. Response to selection criteria of no more than 2 pages3. Optional Cover letter of no more than 1 page <p>To: info@thevoicepng.org</p> <p>Deadline for applications is: Friday 3rd of May 2024. For more information call: 7203 2055 or email us on the above address.</p>
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