



Women and Health Alliance International (WAHA) is an international non-profit, non-governmental organization headquartered in Paris, France with the over-arching goal of addressing women's and children's health in disadvantaged communities. We have conducted programs in over 20 countries in Africa and Asia.

We are recruiting a Communications Officer

Main Purpose

The Communications Officer will provide editorial, strategic, creative and operational support across our charity's work and in ensuring our communications for the full range of our stakeholders.

Tasks

- Participate in the implementation of the communications strategy and short-term communications goals
- Participate in writing institutional communications material such as annual reports, leaflets and posters
- Participate in the development and implementation of WAHA's web communications strategy, including writing content for the website, ensuring all content is up to date and writing the monthly e-newsletter
- Participate in the development and implementation of WAHA's social media strategy
- Monitor traffic on website and social media
- Support the writing and production of articles for publication on external websites and blogs
- Support the establishment of press contacts
- Participate in the writing of press releases and ensure their targeted distribution
- Participate in representing WAHA at conferences and events, taking photos and conducting interviews
- Participate in collecting communications material from the project sites such as photographs, footage, patient testimonies and interviews

Position details

- Full time position based in Paris, France
- Contract (CDD) for 12 months
- Wages to be defined according to profile
- Start date: ASAP



Requirements

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| Experience | <ul style="list-style-type: none">• Three to five years of experience in communications or media• A background in humanitarian settings is a plus |
| Languages | <ul style="list-style-type: none">• Fluent oral English and French & excellent English and French writing skills are mandatory |
| Computer skills | <ul style="list-style-type: none">• Strong knowledge of social media, HTML and website content management system |

Personal specifications:

Ability to work under pressure, work long hours when necessary, and deal with a high workload.

Ability to work both independently and as part of a team.

Terms and conditions:

Please send your resume and cover letter stating the post you apply for in the subject line to jobs.waha@gmail.com

Only candidates that match the criteria and are selected for further consideration will be responded to.