

## Job Announcement

# Digital Communications Officer

Full-time | Remote

Reports to Communications Manager



Are you a creative digital storyteller with a passion for advancing gender justice, economic equity, and sustainable development? Join DAWN (Development Alternatives with Women for a New Era) as our Digital Communications Officer and contribute to our vision through innovative and impactful online engagement.

### ABOUT THE ROLE

As our Digital Communications Officer, you will play an important role in managing DAWN's online presence. From crafting compelling content to engaging with our online community, you'll have the opportunity to showcase your digital expertise while working with a global team committed to transformative change.

### WHAT YOU WILL DO

#### PLANNING

Develop a robust digital communications work plan aligned with DAWN's overall communication strategies.

#### CONTENT CREATION & COMMUNITY ENGAGEMENT

- Manage DAWN's social media and online platforms in **English** and **Spanish**, in line with DAWN's strategies, programs and commitments.
- Create dynamic multimedia content, including social media posts, graphics, videos, email templates.
- Drive meaningful conversations with DAWN's online community through active engagement.

## **GROWTH & INNOVATION**

- Design and implement strategies to grow DAWN's social media presence.
- Explore and evaluate new platforms to expand DAWN's digital footprint.

## **TECHNICAL & ADMINISTRATIVE SUPPORT**

- Provide technical support for online events, webinars, and platform optimisation.
- Maintain and expand DAWN's databases, including subscribers, partners, and mailing lists.

## **PERFORMANCE TRACKING**

Monitor and report on key performance metrics to refine and optimise communication strategies.

## **WHAT WE'RE LOOKING FOR**

### **• LANGUAGES**

Fluency in **English** (oral and written) and Spanish (particularly written).

### **• DIGITAL EXPERTISE**

Strong knowledge of and good experience with social media platforms, digital marketing, and content creation.

### **• CREATIVE SKILLS**

- Basic graphic design and video editing abilities.
- Analytical Mindset: Familiarity with data analysis and performance tracking tools.

## **ORGANISATIONAL SKILLS**

- Ability to manage multiple projects, coordinate across time zones, and meet deadlines in a remote work environment.
- Experience with communication strategies for **civil society organisations (CSOs)** is a plus.
- Team Spirit: Responsiveness to feedback and the ability to work effectively in a diverse global team.

## WHY JOIN DAWN?

Work remotely with a global team dedicated to meaningful change. Amplify important conversations on gender and economic justice, equity, and sustainable development.

Be part of a dynamic and forward-thinking organisation where your creativity and expertise will make a difference.

## HOW TO APPLY

Fill out this [form](#) with your basic information, resume and a cover letter before Feb 23<sup>rd</sup>.

For more information, reach out to us at [info@dawnfeminist.org](mailto:info@dawnfeminist.org)

