

Job Title : **COMMUNICATIONS ASSISTANT**
Reports to : **Secretary General / Administrator**
Department : **Secretariat**

Job Brief:

We are looking for a part time Communications Assistant to provide administrative support to the Federation. Ultimately, your goal will be to help ensure clear communication of our organization's message across all channels.

Key Responsibilities:

- Help implement communications strategies
- Provide administrative support to programs and internal teams
- Responsible for creating and publishing content for both online and hard copies
- Assist in maintaining web content and executing social media strategies
- Track projects and media exposure
- Facilitate effective internal communications

Who we are looking for someone with:

- Proven experience as a Communications Assistant, Communication Specialist or similar role
- Understanding of media relations and digital media strategies
- Proficient in MS Office; familiarity with design software (e.g. Photoshop, InDesign) and content management systems is a plus
- Solid editing and researching skills
- Excellent communication abilities (oral and written)
- Strong attention to detail

Requirements:

BSc/BA in Marketing, Communications, IT or a related field is desired

In this role, you should be an excellent communicator with strong attention to detail. If you also have administrative and social media marketing experience and knowledgeable with University Sports operations, we would like to meet you.

How to apply:

If you believe you are the one, we are looking for, please send your application and CV clearly detailing your suitability for the position in terms of required qualifications and experience to info@africauniversitiesports.com/pennykabs@yahoo.com by **30thOctober, 2020, 17:00 Hrs.** **Kindly state the position you are applying for in the subject line of your email**