



JOB OPPORTUNITY: COMMUNICATIONS AND DEVELOPMENT ASSOCIATE

ABOUT CORPSAFRICA:

Founded in 2011, CorpsAfrica provides the opportunity for Africans to serve in their own countries, along the lines of the Peace Corps model. We train college-educated young Africans and send them to live for up to one year in rural, high-poverty communities to facilitate small-scale, high-impact projects that are identified by local people.

CorpsAfrica aims to create a culture of public service in Africa by giving participants the opportunity to apply their education, skills and energy toward helping their fellow citizens overcome extreme poverty. www.corpsafrica.org.

OVERVIEW OF THE POSITION:

Reporting to the Executive Director and working closely with the senior management team, the **Communications and Development Associate** will work to coordinate the organization's communications efforts. This person will work collaboratively with senior leadership and country office staff to develop and implement communication and development activities to broaden the impact of CorpsAfrica's programs and oversee organizational messaging, outreach, and fundraising. This is an excellent opportunity for a self-starter to gain management and nonprofit experience, be innovative and strategic, and help a dynamic organization expand carefully as well as boldly.

CLASSIFICATION: Full-time, exempt

SALARY AND BENEFITS: Salary will be between \$40,000 and \$80,000 (appropriate for the right person). CorpsAfrica offers a comprehensive benefits package including employer paid medical insurance, 401(k), and paid time off.

LOCATION: Currently based in New York, with a flexible telecommuting policy

Responsibilities:

- Collaborate with the Executive Director and staff to develop communications strategies that will broaden programmatic reach, secure key partnerships, and deepen the organization's impact.
- Work closely with country office staff to ensure that efforts are coordinated and implemented, and that CorpsAfrica's "core" messages are organizationally consistent.
- Manage the development, distribution, and maintenance of print and electronic informational materials, including, but not limited to, newsletters, brochures, and CorpsAfrica's website.
- Help to draft and coordinate mailings, proposals, press releases, etc.
- Participate in the strategy and implementation of a robust social media plan.
- Coordinate and implement events that support CorpsAfrica's mission and engage specific audiences.
- Maintain close communication with country offices to provide support, guidance and mentorship.
- Other responsibilities as assigned.

Qualifications:

- A Bachelor's degree and at least two years' work experience
- Excellent written, oral, interpersonal, presentation, and creative problem-solving skills
- Highly collaborative style
- Fluency in English is required; proficiency in French is preferred
- A strong commitment to the mission of CorpsAfrica is required, with a desire to support youth leadership, participatory community development, impact evaluation, transparency, and accountability.

TO APPLY:

Interested applicants should submit a cover letter that illustrates qualifications relevant to this role and a résumé as a single PDF (titled, "LastName_FirstName – CD application") to jobs@corpsafrica.org, with "CorpsAfrica Communications-Development Position" in the subject line. Applicants must be legally authorized to work in the U.S. and not require employment sponsorship. Only complete applications will be considered.

Deadline to apply is December 10, 2021. *As an Equal Opportunity Employer, CorpsAfrica encourages applications from all individuals regardless of age, gender, race, ethnicity, sexual orientation, marital status, physical ability or any other legally protected basis.*