

Communications and Social Media Officer

Global Humanitaria USA is seeking a highly motivated Communications and Social Media Officer with a passion for creative communication in the non-profit/international development sector and strong independent working skills.

The Communications and Social Media Officer will report directly to the Executive Director and is expected to work well independently and take initiative on his/her own. We are a very small team and most of the time the Officer will be working on her/his own, therefore proactivity and initiative will be highly valued. Experience as a freelancer and/or entrepreneur will be highly valued.

Position details:

The position is full time.

The position allows for flexible hours within business hours (9am-6pm) and the possibility to work remotely 1-2 times a week, upon agreement with the Executive Director.

We are based in a coworking space downtown Manhattan, so even if the office is really small we benefit from the energy and connections of working alongside a bunch of creative young professionals and startups.

Compensation:

Salary on the mid 30s depending on candidate qualifications.

Organization will provide compensation for 50% of health insurance.

Great vacation and time off policy: 4 weeks plus national holidays.

Great opportunities to grow within the organization.

Primary Responsibilities:

- Draft and schedule social media posts
- Manage online editorial calendar
- Completing social media reports using analytical tools
- Draft news updates and post on the organization's website regularly
- Update website with new programs regularly
- Plan and write e-blasts and e-newsletters
- Create flyers, graphics, and other marketing materials
- Collaborate with Executive Director on new ideas, directions, and tools for marketing and communications
- Help with special projects, events and tasks not directly related to the job description when needed



Preferred Skills:

- Experience in marketing/communications, journalism, and/or community management
- Graphic design skills (knowledge of InDesign a plus)
- Interest in international development and/or Latin American regional studies
- Firm grasp of available tools and platforms in the social media space
- Excellent written and oral communication skills; editing experience a plus
- Advanced Spanish language skills (oral and written) a plus
- Self-starter and highly motivated

Deadline for submissions: February 15, 2016

Start date: March 7, 2016

To apply, please submit your resume, brief cover letter, writing sample and 2 professional references to lcliment@globalhumanitariausa.org with the subject “Communications and Social Media Officer Application”.