

## **Communications Officer**

### **The Offer**

We are seeking a Communications Officer to strengthen the internal and external communications of our organization. S/he will create content and update digital marketing tools (website, social media, publications for international digital media outlets), develop external communication materials and coordinate internal communications. Only native English speakers with knowledge of Spanish will be considered for this position. Our ideal candidate is based in Colombia, Mexico, Paraguay, Tanzania or Argentina (although this remains negotiable), and will work under a service provision contract with a high chance to renew. We offer a flexible and creative professional opportunity with an award-winning social enterprise, where you can turn ideas into reality, and collaborate with an inspiring, diverse and international team.

### **The Organization**

Fundación Capital (FundaK) is an international organization whose team works in 17 countries across Latin America, the Caribbean and Africa, with the mission of reducing poverty and advancing economic citizenship globally and at scale. We work in the design, development and implementation of innovative projects, with the goal of helping individuals living in poverty to build, grow, manage and protect their financial, human, physical and social assets. ([www.fundacioncapital.org](http://www.fundacioncapital.org))

### **Duties and Responsibilities**

- Create high-quality communication materials in digital, audiovisual and printed format.
- Update and maintain our website, which involves writing content in English and making updates to the structure, images and format using WordPress.
- Create content for and creatively manage our social media platforms.
- Design newsletters and manage their delivery using Mailchimp.
- Carry out the administrative tasks of the department.
- Implement strategies and develop coordination tools for effective internal management of information.

### **The Candidate**

#### **The person we are looking for should:**

- Be independent and capable of dealing with challenges in a practical and creative manner.
- Share our interests in poverty reduction and social innovation.
- Be available to travel to areas where our program participants are located.

### Specific Requirements

- Languages: Native English and knowledge of Spanish.
- Skills & Knowledge:
  - Capable of transforming information into creative and attention-grabbing messages that can be adapted to various target audiences.
  - Native English speaker with excellent writing, editing and verbal communication skills; proficiency in Spanish.
  - Basic knowledge of design software (Photoshop, Illustrator, InDesign), WordPress and Microsoft Office (Word, PowerPoint).
- Work Experience: minimum 2 years of experience working in the field of institutional communications or marketing.
- Education: Undergraduate studies in communications, marketing, political science, international relations, administration and/or design. Graduate studies in these fields is an asset.

### How to Apply

Please send your CV, a sample of your writing in English and a concise cover letter explaining 1) why you wish to work with us, 2) what would make you a true asset to our team, 3) your salary expectations and the date you would be available to start and 4) where you found this job posting. **Only complete applications will be considered. Send your application as soon as possible to [julieta.bossi@fundacioncapital.org](mailto:julieta.bossi@fundacioncapital.org)** with the subject line: Communications Officer. This job offer will remain posted until the position has been filled.