

JOB DESCRIPTION

COMMUNICATIONS & OUTREACH MANAGER

We are looking for a talented Communications and Outreach manager to administer our email and social media accounts. They will be responsible for creating original text and video content, managing posts, responding to followers and authors with queries. They will manage our platform image in a cohesive way to achieve our long-term goals.

Communications and Outreach Managers need the decision-making skills to determine the appropriate brand message that will achieve the goals of Law & Order by making expansion and outreach efforts successful. They must then be able to determine the right strategy, language and image to introduce and promote the platform's message and build a brand.

The internship is for a duration of 3 months - with the option to extend your tenure as a permanent member of the team

SKILLS REQUIRED

- ❖ Degree: English, Marketing, Public Relations, Communications, Journalism or related disciplines
- ❖ Impeccable written and verbal communication skills in English
- ❖ Content writing experience; great written expression
- ❖ Well connected with a large personal network in order to promote L&O effectively
- ❖ Experience with managing Social Media (LinkedIn and Instagram)
- ❖ Strong time management and organization skills - efficiency in MS Excel, MS PowerPoint
- ❖ Decision making skills
- ❖ Analytical skills to assess the existing customer (authors and readers) base of L&O and the effectiveness of existing marketing/outreach strategies.
- ❖ Diplomacy, tact and knowledge of professional communication and networking
- ❖ Great team worker - ability to collaborate and cooperate with others.
- ❖ Self-motivated, proactive, hardworking, and punctual.

- ❖ Ability to listen, make informed decisions, and handle constructive feedback.

RESPONSIBILITIES

- ❖ Social media content writing (Instagram, Twitter, LinkedIn) and communication strategy
- ❖ Handling all emails and professional communications for the website
- ❖ Collaborate with Creative Head to put together content calendar for social media
- ❖ Responsible for responding to emails by determining the right language and style to promote the platform's message and build a cohesive brand.
- ❖ Work closely with Editors in Chief to coordinate emails, create promotional material and plan outreach efforts
- ❖ Working closely on the “Board of Advisors”, “Branding” and “Youth Outreach” projects for L&O (more details will be provided)
- ❖ **Outreach:** Building a larger network of interest in the platform by reaching out to and attracting authors and readers.
- ❖ Finding possible avenues of collaboration with other organizations to strengthen our marketing, advertising and outreach efforts
- ❖ Other organizational/logistical support as needed.

PERKS

- ❖ Certificate and Letter of Recommendation will be provided - with all the details of every project you execute for the team
- ❖ Feature on the team website: bio and formal picture required (only if you decide to be a permanent member of the organization)

APPLICATION PROCEDURE

Please fill out the application form available on <https://www.law-order.org/opportunities>

To upload your Resume/CV on the form:

- I. First, upload your resume file on Google Drive/Dropbox

2. Share the link of this file on the designated section of the form

Note: Please do not send applications over email, only applications submitted through the form will be considered.