



MANAGER, OUTREACH & COMMUNICATIONS

Background: Athletes for Africa is a registered Canadian charitable organization that uses the power of sport to promote global citizenship and raise funds to provide education and opportunity for youth in Africa.

Who we're looking for: Athletes for Africa is an innovative and growing international NGO. This position is an opportunity for an energetic and articulate communications specialist to make their mark and carve out their own future with us.

Responsibilities:

- Develop and execute an outreach program that will include public speaking, presentations and online initiatives that will drive all domestic and international program development
- Provide leadership in the development and execution of a focused media relations and outreach plan that will expand the profile and youth engagement in Athletes for Africa
- Lead the writing and production of all organizational materials relating, but not limited to, all online initiatives and websites, media releases, outreach, engagement and partnership materials, and presentations
- Provide administrative leadership for all communications and media relations activities
- Lead the management and day-to-day developments of all websites and online campaigns
- This position reports to the Executive Director, and will also assist the ED as required

Qualifications:

- Excellent writing and communication skills, with strong organizational abilities and attention to detail
- Confident public speaker and storyteller
- Minimum three years experience in communications, media relations and/or marketing with a proven track record
- Creative, independent, outgoing and passionate about making a difference
- Experience working with Photoshop, InDesign, basic HTML, Windows, Microsoft Word, Excel, Outlook and Internet Explorer
- Efficient, thorough, resourceful and a multi-tasker
- Strong interpersonal skills, enjoys working in a small dynamic office and as part of a team
- Experience working for a charity and/or international development organization would be an asset, but is not required

Compensation Type: Full-time, with benefits

Amount: Starting at \$35,000 to \$45,000 commensurate with experience

Deadline: Applications must be received by 5 p.m. on Tuesday, January 12, 2010

To apply: Send your resume and cover letter by email only (no phone calls please) to:
Kieran Hayward, Associate Director, Athletes for Africa
E-mail: kieran@athletesforafrica.com

www.athletesforafrica.com