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Communications & Community Coordinator

At Amani Institute we're looking for a self-directed and passionate Communications & Community Coordinator to join our fast-growing team in India.

About the job

Description of Position

The primary purpose of this role is to broaden the reach of Amani Institute's work in the India and South Asia regions, thereby amplifying our impact within the social impact ecosystem and beyond. The Communications & Community Coordinator will work closely with our Programs Team and the Global Communications and Community Managers. You will play a key role in enhancing the profile and positioning of our organization worldwide. This will be done through online and offline initiatives in coordination with communication leads in Kenya, Brazil, and the Global Hub teams. Core skills and work will include copywriting and writing blog posts/articles, WordPress editing, basic graphic design, social media, and digital event management.

Additionally, you will be responsible for supporting the planning and coordination of our various leadership training programs. You will assist with envisioning a strategy for developing new communities and networks for other programs at Amani Institute and building key partnerships with other players in the impact ecosystem.

Key Responsibilities

Communications

- Management of local social media handles
- Interviewing participants of programs, Amani faculty and other stakeholders to capture content for testimonials and articles
- Writing, editing, and publishing blogs and other homegrown articles
- Capturing and editing photos and videos at events (online and offline)
- Creating visual collateral for events, outreach and programs
- Developing presentations to support business development efforts
- Supporting outreach efforts and activities for our open enrolment programs
- Managing and updating content on our website on a regular basis - events, resources, blog, bios, program information, etc.
- Scouting for speaking engagements and other networking opportunities for the India team



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- Facilitating internal communication within the organization by sharing information about India activities and news with the rest of the global team and vice versa

Community Engagement

- Having a regular presence on Workplace - our alumni engagement platform for the SIM program - by regularly commenting, liking, and sharing opportunities with the community
- Maintaining and building relations with [SIM](#) Alumni through 1:1 calls
- Supporting the APAC SIM community regional heads with engaging the community in this region
- Assessing the needs of the alumni of our [Leadership for Growth \(L4G\)](#) program
- Helping build a strategy for building and sustaining the L4G community
- Hosting events with our partner organizations and/or independent events. This will be done with support from the entire team

Programs & Operations Support

- Coordinating with Program Managers (PM) for communicating, scheduling, and data collection from clients
- Managing Virtual Tools e.g. Zoom, Mentimeter, Miroboard, Canvas (with guidance from PMs)
- Supporting PMs during sessions - recording, breakout rooms, sharing links, etc.
- Supporting with the maintenance of program records and databases, and conducting simple data analysis
- Scanning grant and funding portals (with guidance) to identify opportunities
- Operations and logistics support for the team, office, and when we host in-person events

About You

Personal Requirements:

- Demonstrated passion for making social impact, at both local and global levels
- Evidence of being a doer – strong work ethic, and a high degree of performance and self-accountability
- Ability to pay close attention to the details that make the difference between doing a good job and doing a great one
- Strong interpersonal communication skills, with a high degree of empathy
- Comfort with communicating and networking remotely with people from the most diverse geographical, social, and economic backgrounds
- Ability to enjoy working on many different projects at once
- Comfort with collaborating remotely across global teams and time zones
- Resonance with the [core values of Amani Institute](#)



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Technical Requirements:

- Undergraduate degree (any field)
- At least 2-4 years of previous work experience
- Fluent English speaker with excellent written and oral communication skills
- Strong aesthetic, with the ability to quickly embrace and enforce brand guidelines
- Understanding of digital marketing tools, including social media, newsletter platforms, Salesforce, and other digital communication platforms
- Basic graphic design skills

Additionally, we will look favorably upon candidates who can demonstrate the following:

- Knowledge of Google Marketing Platform, HTML, and content management platforms such as WordPress
- Digital campaign planning and analysis experience
- Undergraduate level training in communications, marketing, PR, and related fields
- Video-editing skills
- Strong design skills
- Experience with leading and organizing events
- Familiarity with and strong networks in the social impact sector

Culture Fit:

You would be a good fit with our organizational culture if:

- You proactively initiate action when you see a problem, regardless of whether it is "your responsibility" or not
- You are curious and enthusiastic to keep learning new skills irrespective of your role or experience
- You love working with people from very different backgrounds, as that can lead to new ideas, fun experiences, and opportunities for growth
- You are comfortable bringing your whole self to work
- You enjoy working in a small team that has high ambitions

Other important information

- Compensation: Commensurate with skills and experience for a social enterprise/non-profit organization.



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- Application deadline: **26th August 2022** - but we will **review applications on a rolling basis**, so please send your application as soon as possible!
- Expected Start Date: October 2022, but depends on the candidate's availability
- Location: Remote, India
- Duration: This is a full-time position, with a minimum expectation of 2 years with the initial contract (after an initial 3 months probation period), and great room for professional growth and development.
- Amani Institute is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to caste, religion, sex, gender identity, sexual orientation, race, age, national origin, or socio-economic status.

About Us

[Amani Institute](#) is a social enterprise whose mission is developing professionals who create social impact. We do this by providing individuals and organizations with skills and capabilities they require to drive positive change and to solve some of the important challenges that our societies and planet face.

Our core methodology comes to life in our award-winning [Certificate in Social Innovation Management](#), which runs in Kenya, Brazil, and India. As of now, this program has enrolled more than +600 Fellows from 70 countries. This program won the Ashoka U - Cordes award for Innovation in Higher Education in 2017 and has been featured in Fast Company, Forbes, the Stanford Social Innovation Review, CNBC Africa, and Vanity Fair, among others.

In 2017, Amani Institute launched a leadership program for Small and Growing Business (SGBs) managers in Kenya, called [Leadership for Growth](#). In 2019, this program won the [Argidius-ANDE Talent Challenge](#), a 1 million Euro grant to scale the program from Nairobi to East Africa, India and Brazil to train 1000+ managers from 150 companies by 2023.

In response to the varying development needs of organizations, Amani Institute also works with institutions across the globe to develop tailored interventions. We have worked on [160+ custom-designed leadership and management programs](#) in 5 continents across the world for 100+ organizations including UNICEF, Ashoka, Absa, WWF, USAID's Young African Leaders Initiative, CARE, and Oxfam.

We currently train over 1000 changemakers each year through our varied mix of both global and local programs, and bring thousands more to our events on 21st century careers, the future of work, and social innovation.



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Today, Amani Institute primarily operates from Kenya, Brazil, and India, with a staff of 24 people with deep prior experience in the business, education, media, and social sectors.

Our work is systemic and catalytic in that by building much-needed capacity in organizations leading social impact, we enable more effective operations across the field of social change globally.

How to Apply

Do you want to join our team as our Communications & Community Manager? Then we'd love to hear from you! Here's how you can apply:

Step 1 - Fill out this application [form](#) by or before 26th August.

Step 2 - Create a video (of up to 60 seconds) to share something with us that cannot be captured in your CV. This can be anything from a significant life experience to a fun fact about you! You can then generate a link on any platform (youtube/vimeo/google drive/dropbox etc.) and share the link with us via the application form – there is a question prompt for this.

While this is not mandatory, it is an opportunity for us to get to know you better and get an insight into who you are beyond the role.

You will hear back from us shortly after we receive your application form.



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