**TITLE:** Communications Officer

**PARTNER(S):** WUSC Ghana

**COUNTRY AND PLACE OF ASSIGNMENT:** Ghana, Accra

**CONTRACT DURATION:** 12 weeks

**DESCRIPTION:**

Uniterra is a leading Canadian international volunteer cooperation and development program, jointly implemented by the Centre for International Studies and Cooperation (CECI) and World University Service of Canada (WUSC). Uniterra contributes to improving the socio-economic conditions of poor and marginalized communities in 14 countries and with over 170 partners in Africa, Asia and the Americas through the exchange of expertise and knowledge of Canadian and international volunteers. Uniterra believes that economic growth, when inclusive, is the most powerful driver of poverty reduction. The purpose of the Uniterra program is to improve the lives of some of the world’s most vulnerable populations by stimulating growth and facilitating access to the benefits of growing and diversified markets. To make this happen, we are working with our local partners to enhance the income of poor and marginalized women and youth through better access to employment and income generation opportunities. Uniterra country program staff work with our local partners to design Uniterra assignments in the context of the country strategy, supporting the inclusion of women and youth in key economic subsectors.

For more information on the Uniterra program, our approach and countries of focus please visit: Uniterra.ca.

The Uniterra program focuses on sustainable economic growth in northern Ghana, working with marginalized women and youth in construction and agriculture, and facilitating a more inclusive market system. The Communications Officer volunteer will contribute to Uniterra program objectives and partners by capturing and documenting the diverse changes taking place through Uniterra volunteers, work and partners.

**RESPONSIBILITIES:**

- Review the Uniterra Ghana Facebook page and identify ways to improve the content and interactivity with volunteers and partners;
- Identify the communication capacity improvement needs of at least 3 partners from the guinea fowl and construction sectors;
- Liaise with Uniterra volunteers to document and showcase work with partners;
- Complete the Uniterra Ghana draft brochure for circulation;
- Capture and document stories and reports on key projects within the Uniterra program;
- Conduct communication needs assessment of partners in the construction subsector;
- Provide training on communication for partner organization;
- Encourage the participation and representation of women and youth in all activities;
- Draft reports required by the Uniterra program and partners.

**QUALIFICATIONS:**

- Excellent information management and computer skills
- Ability to write concise and compelling reports and articles
- Ability to work creatively in a team setting
- Ability to follow direction and work independently
- Ability to adapt and work respectfully in a cross-cultural setting
- Organizational and time management skills
- Fluency in written and oral communication in English