**TITLE:** Communications Officer

**PARTNER(S):** Women’s Initiative for Startups and Entrepreneurship (WISE)

**COUNTRY AND PLACE OF ASSIGNMENT:** Vietnam, Hanoi

**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.

Launched in March 2017, the Women’s Initiative for Startups and Entrepreneurship (WISE) was created by the Mekong Business Initiative (MBIz). WISE has a wide network of partners who support women startups and enterprises, ranging from active development partners, incubators, business associations, to service providers in the startup and entrepreneurship ecosystem. The WISE’s mission is to foster, connect and support women-owned/led startups and businesses in Vietnam to thrive, with a vision to expand throughout the Mekong region. WISE is running various support programs for women-led startups and enterprises. For more information on Wise, please visit www.wisevietnam.org

WISE is seeking a Communications Officer to support the organization and its members to develop various communication strategies and tools and improve their communication activities.

**RESPONSIBILITIES:**
- Support the development of a communication strategy and communication tools;
- Conduct a content review of the organization’s website and develop a work plan for content revisions;
- Support the creation of content for various platforms, documenting case studies, success stories, taking photographs, etc.;
- Facilitate communication related workshops and/or training to partner organization staff and members;
- Collaborate with Uniterra volunteers to provide workshops and/or training to other local partners (upon request);
- Prepare and draft reports required by the host organization and the Uniterra program;
- Promote the accessibility and participation of women and youth in all program activities.

**QUALIFICATIONS:**

- Demonstrated IT skills (e.g. Microsoft Office, Social Media, Website Design, etc.);
- Strong writing and communication skills;
- Ability to work in an intercultural environment;
- Ability to work independently and in a team;
- High level of adaptability, open-mindedness, tolerance, and attention to detail.