**TITLE:** Communications and Documentation Officer

**PARTNER(S):** Vision for Youth (V4Y)

**COUNTRY AND PLACE OF ASSIGNMENT:** Tanzania, Arusha

**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 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.

Vision for Youth (V4Y) is a leading youth organization in Arusha, and is a non-governmental, non-profit, non-political and non-religious organization with a strong mandate to change lives for a better future. V4Y believes that creating more awareness and increasing knowledge among young men and women will lead to a new generation of Tanzanians: leaders and role models who are able to create a conducive environment for a better and sustainable future that can address social, traditional and economic difficulties. V4Y approaches the sustainable eradication of existing problems by supporting youth and women in attaining their dreams through various projects.

V4Y is currently looking for a volunteer to help improve the communication and documentation system of the organization.

**RESPONSIBILITIES:**

- Support in the capacity building of V4Y in documentation and communication;
- Support V4Y in preparing and implementing an effective and efficient communication strategy and advise on the coordination with stakeholders and different media for the dissemination of V4Y initiatives and outreach;
- Support V4Y in documenting best practices and case studies from members and beneficiaries and disseminating them through appropriate organizational and public information channels;
- Advise on how to regularly prepare and update V4Y related activities on social media, newspaper and web sites;
- Ensure the participation of women and youth, as well as their representation, in all activities of and all program benefits; and
- Write reports required by V4Y and the Uniterra program.

**QUALIFICATIONS:**

- Work, academic, internship or volunteer experience in the area of communications and public relations
- Demonstrated ability to take initiative
- Ability to work independently and collaboratively in cross-cultural environments
- Written and oral fluency in English