

Communication Coordinator

What we are looking for: As the Communication Coordinator, you will work with the AMMCO team as a highly organized and driven member to provide support with representing the association, raising awareness of our organization and introducing our projects to a wider audience.

Location: Remote work position, no specific location required but preferably based in Douala (or Yaoundé). AMMCO has an office in Yaoundé but your position will require you to travel between the different work sites (Dizangue, Limbe, Douala, Kribi).

Application deadline: October 8, 2022

Responsibilities:

External communication

- Manage all media relations: prepare press releases, respond to media inquiries and coverages, prepare content for radio presentations or coverages, assure the appropriate representation of AMMCO through the medias
- Ensure the coordination of media activities during AMMCO events
- Develop and implement effective communication strategies that raise awareness and promote AMMCO's services to the target communities and help further organizational goals
- Prepare detailed media activity reports
- Plan and manage the design, content, and production of support communications (poster, banner, panel, video, etc.)
- Supervise projects to guarantee all content is publication-ready
- Manage social media content (Facebook, Instagram, Youtube, LinkedIn): design posts to sustain followers' curiosity and communicate effectively on AMMCO activities, develop an optimal posting schedule, considering web traffic and follower engagement metric

Internal communication

- Create internal communications protocols and initiatives that will foster employee moral
- Develop AMMCO graphic charter
- Implement electronic document management system to improve the preservation, storage and accessibility of communication supports

Requirements:

- 3+ years of marketing, communications, or media relations experience
- Bachelor's degree in Marketing, Communications, or a similar discipline
- Bilingual English/French
- Exceptional verbal and written communication skills
- Excellent writing, editing, and proofreading skills
- Proficiency in Microsoft Office software as well as Adobe suite
- Ability to multitask and prioritize multiple projects and deadlines
- Strong interpersonal and collaborative skills

Conditions: Full time position with a fixed term contract, 1 year renewable

Starting date: As soon as possible

How to apply: To apply, please email a CV and cover letter (maximum 2 pages) with the subject “Application for the position of Communication Coordinator”, detailing how you match the job description and personal requirements to info@ammco.org.

Please note that only selected applicants will be personally contacted for interviews.