

## **Online Communications Coordinator (OCC)**

Voluntary position with remote working  
(3-5 hours per week)

### **About foodKIND**

foodKIND is a humanitarian organization with a mission to provide food and compassion to refugees in crisis. Our work focuses on the most vulnerable groups of refugees and aims to provide support where there is a significant absence of consistent and sufficient food supply and where basic needs are not being met. We believe that by providing food on a personal and humane level, we are not only filling empty stomachs but we are also bringing hope and dignity to situations where there may be none.

As a relatively young organization, we have seen incredible growth over the past year and our on-the-ground operations have grown significantly. As a result, we are now looking for enthusiastic and compassionate people to join us for the next stage of our journey and to help support with the day to day running of the organization.

### **Job Description**

As a young, non-profit organization it is essential that we are able to communicate with our wide range of stakeholders in an effective and efficient manner to ensure that we are building strong relationships and maximising opportunities for promotion of the organization and our work. These communications take place across a variety of channels and we are looking for an articulate individual to help us manage this process. As OCC you would be responsible for managing and implementing the annual communications plan and would play a key role in advancing the work and growth of the organization.

### **Main Responsibilities**

- Ensure that the communication plan is implemented with maximum effect and in a timely manner
- Oversee all online channels of communication and ensure that they are up to date
- Develop and implement new communication strategies to increase fundraising, stakeholder engagement and organization promotion
- Continuously review and update the organization's key messages in line with operational and organizational changes
- Support other members of the team with communication related matters

### **About you**

We are looking for someone with exceptional communication skills and an excellent command of the English language. To join our team, you must also be committed, compassionate and enthusiastic about the cause and excited to join a rapidly growing humanitarian organization! No specific experience required but preference will be given to those with relevant communications experience.

### **About the role**

This is a voluntary position which can be done remotely from any location in the world. To apply, please send a copy of your CV and a cover letter explaining why you would like the role to [luath.glendinning@outlook.com](mailto:luath.glendinning@outlook.com)