



Terms of Reference

Communications Assistant (Francophone)

Position: Communications Assistant

Reports to: Communications Programme Lead with additional support to other SFF programmes as needed

Working Hours: Full-time (32 hours per week, 4 days per week)

Location: Remote

Salary: USD 1,600 per month

Contract Duration: 1 year (with the possibility of extension based on performance and funding availability)

About South Feminist Futures:

South Feminist Futures is committed to building transnational solidarity between feminists across the Global South to shape collective visions and agendas for action for the future based on our shared experiences, our rich history of feminist theorising and reimagining and our determination to sustain, expand and entrench the gains of our struggles.

Inclusivity Statement:

South Feminist Futures (SFF) is committed to fostering a diverse and equitable workplace. We strongly encourage applications from women, non-binary individuals, and transgender women and men. We believe that diverse experiences and perspectives are essential to achieving our mission and creating a welcoming environment for all.

Job Overview:

The Communications Assistant supports the Communications Programme by managing social media, email campaigns, and website content. This role involves coordinating communications efforts, engaging with audiences, and supporting logistics for events and workshops. The position requires strong writing skills, familiarity with digital tools, and a commitment to advancing feminist values in the Global South.

Key Responsibilities:

Social Media Management:

- Schedule and publish content on SFF social media platforms.
- Engage with audiences by responding to comments, messages, and interacting with partner organisations.
- Monitor social media performance and ensure adherence to the Communications Timetable.



Mailchimp Management:

- Update and expand audience databases on Mailchimp.
- Write and set up project-related emails on Mailchimp.
- Ensure timely and effective communication through email campaigns.

Website Management:

- Upload content to SFF's Manifesto and Knowledge Hub websites using WordPress.
- Monitor website functionality and report any issues to web developers.
- Track and analyse website traffic.

Communications and Logistics Support:

- Provide administrative support for communications-related tasks, including scheduling meetings, writing notes, and preparing run-sheets.
- Assist in the coordination and logistics of events, workshops, and consultations.

Other Responsibilities:

- Edit designs based on templates and assist with report writing.
- Coordinate and monitor the translation of communication content.
- Support the development and implementation of communication campaigns.

Qualifications and Skills:

- At least 2 years of experience in communications, preferably in a non-profit or social justice context.
- Professional qualification in Communications or equivalent professional experience.
- Advanced knowledge of Mailchimp and WordPress.
- Experience in social media management and crafting tailored messages for feminist audiences.
- Strong writing skills and attention to detail.
- Fluency in English and French; proficiency in additional languages such as Portuguese, Spanish, French, or Arabic is advantageous.
- Proficiency in Microsoft Office, Canva, Box and other online collaboration tools.
- Commitment to feminist principles, intersectionality, and decolonial approaches.

Application Procedures

Interested candidates should submit their application [here](#), including a resume and cover letter, detailing their qualifications and experience relevant to the role. All applications must be submitted through our online portal by 1st November 2024 by 23H50 GMT time zone

Closing Date: **1st November 2024 by 23H50 GMT time zone**

Please note that only shortlisted candidates will be contacted for further steps in the selection process. South Feminist Futures (SFF) reserves the right to withdraw the terms of reference or close the application process at any time without prior notice.

Thank you for your interest in joining our team. We look forward to reviewing your application