



Serendipity Wildlife Foundation
CSIwildlife.org

Vacancy - HEAD OF COMMUNICATIONS

Serendipity Wildlife Foundation (www.csiwildlife.org) a non-profit charity based in the US and operating in Africa and South Asia is looking for a Head of Communications.

This is a **20 hour per month paid position**, and considered a part-time position, enabling the candidate to work this position from home and as an additional job which does not require fixed times. Compensation will be commensurate with the candidate's ability and experience.

The position requires that the selected applicant signs a confidentiality agreement, and pass a criminal background investigation. A short online assessment test will be required if you are short-listed.

LOCATION: Sri Lanka.

RESPONSIBILITIES

- Supervise and work with the COMMS team, comprising of social media interns and public relations interns to produce quality content for all online platforms
- Handle social media posts
- Handle Public Relations duties and be the spokesperson for the foundation, following required protocol
- Handle communications with local and foreign media, partners, government entities, and other international NGO's
- Coordinating with the foundation's international staff and volunteers
- Represent the foundation, when needed, at events
- Work with minimum supervision, and reports to the CEO
- Assist in compiling and producing the foundation's Annual Report
- Produce PowerPoint presentations. Use Canva for flyers, posters, newsletters
- Handle postings and updates on web page
- Content writing, and scripting
- Assist in drafting proposals for partnerships and collaborations

SKILLS & EXPERIENCE

- At least three years of experience in a similar field
- Excellent speaking, writing, and communication skills in English
- Be familiar and experienced in Instagram, Facebook, Twitter, and other social media
- Have experience in Microsoft Word, Excel, PowerPoint and Photoshop/Lightroom (or equivalent)
- Be able to use WIX (Wix.com) for posting and updating the foundation's website
- A basic knowledge of conservation and wildlife
- Ability to complete tasks according to timelines

If you wish to apply for the following position, please send an e-mail of introduction with your CV attached to mail@csiwildlife.org. Your e-mail of introduction should contain the wording “**Application**” in the subject line and the contents should clearly describe your previous experience and achievements related to the advertised position **by May 10, 2024**.

Only shortlisted applicants will be contacted.

It is important to follow the above directions to be considered for this position.

