**TITLE:** Communications Officer

**DISTANCE LEARNING MANDATE**

**COUNTRY:** Benin

**PARTNER ORGANIZATION:** Center for Research and Expertise in Local Development (CREDEL)

**DURATION:** 12 weeks

**DESCRIPTION:**

In Benin, CECI works to strengthen the economic power of women and young women in the livestock, agriculture, forestry and ecotourism sectors, in the coastal, Centre and Centre-South regions. In this West African country, the gap between the living conditions of men and women is considerable, and the population faces a number of environmental challenges due to overexploitation of the soil and climatic hazards. Nevertheless, green economic opportunities in targeted growth sectors and the dynamism of local women's rights organizations point to the possibility of significant improvements in women's living conditions.

The Centre de Recherche et d'Expertise pour le Développement Local (CREDEL) is actively involved in local development, protecting and safeguarding the environment, and managing climate change and associated risks. Its mission is to support communities and vulnerable people in the process of sustainable development. Its vision is of an inclusive world and lifestyles that respect the environment and are resilient to climate change within local communities. Internationally, CREDEL is a member of the Climate & Development Network, whose main mission is to bring the voices of French-speaking civil society to international climate negotiations.

**MANDATE RESPONSIBILITIES:**

● Collaborate with the partner organization in monitoring the internal and external communications strategy in order to promote smooth running;

● Develop communication tools (articles, videos, audiovisual materials, etc.) illustrating the results of collaboration with partner organizations and volunteers;

● Support CREDEL in developing success stories about the volunteers and other key players with whom it collaborates, with the aim of highlighting the projects developed and implemented to improve the lives of women and young women;

● Produce content for the various social networks (Facebook, LinkedIn and YouTube etc.) and encourage regular updating;

● Offer virtual training on social media management, as needed;

● Contribute to the sharing of news and updates from CREDEL partner organizations on social networks and other communication platforms.

**CROSS-FUNCTIONAL RESPONSIBILITIES:**

● Take into account gender equality, rights and diversity in all activities, with particular emphasis on the participation and representation of women and young women in all activities;

● Take into account environmental issues and adaptation to climate change in all activities;

● Participate in the realization of communication activities, which may include a donation collection activity, aimed at sharing your volunteering experience with those around you and raising their awareness of international solidarity issues;

● Complete a weekly time sheet and send it to the person in charge at CECI Montréal;

● Ensure, at all times, compliance with the organization's guides, manuals, directives or instructions regarding safety and protection;

● Write the reports required by the partner organization and by the CECI program.

**DESIRED SKILLS:**

● University studies in communications, journalism or other related field.

● Demonstrated ability to show initiative.

● Ability to work as part of a team.

● Ability to work independently and collaboratively in an intercultural environment.

● Good knowledge of social network management;

● Aptitude and interest for remote volunteering.

● Flexibility and ability to manage ambiguity.

BENEFITS AND SUPPORT FOR VOLUNTEERS:

● Support and guidance during the assignment.

● Participation in virtual training to learn about the program and acquire practical skills for working in an intercultural context.

● A virtual debriefing session at the end of the mandate.

● An incredible opportunity to enhance your professional skills!