



## Communications Advisor



**Location** Jamaica

**Start Date** Oct- Nov 2019 (flexible)

**Length of Placement** 5 Months

**Language Requirements** English

Open to Canadian Citizens and Permanent Residents of Canada only

### The Volunteer's Role

Are you passionate about supporting local institutions/organizations make lasting change in their communities through communications, including social media?

Primarily, as a Communications Advisor you will provide support by sourcing content from the Youth and Adolescent Policy Division (YAPD) staff of the Ministry of Education, Youth and Information, writing and publishing engaging content to youth and other youth development stakeholders via the Youth Jamaica website and associated social media platforms. The website provides a wealth of information for young Jamaicans, including information on programs and activities, job opportunities, scholarships, & project grants. You will make daily updates to the website. The overall goal is to increase usage and engagement on the Youth Jamaica website and on the Youth Jamaica social media platforms.

Apply now and support the Youth Ministry make lasting change and improve the livelihoods of Jamaican youth.

#### As a volunteer, you will:

- Support content update for the Youth Information Centre website. This will include:
  - o Preparing feature stories from YIC activities/events island wide
  - o Update the Youth Jamaica event listings
  - o Review and approve new user sign-ups on the website
  - o Update staff profiles
  - o Search and organize the scholarship listing on the website to include secondary and tertiary level scholarships (locally and overseas) for which Jamaicans are eligible
  - o Monitor website traffic and provide content recommendations based on analytics reports.
- Assist with managing social media platforms including:
  - o Daily updates to Facebook, Twitter and Instagram pages
  - o Review social media analytics and provide recommendations based on analytics reports
- Support with the creation of PR materials for website, posters, infographics and other promotional tools to support YAPD/YIC activities
- Train Staff in public relation techniques

#### Essential Academic Qualifications:

- Degree in communications, marketing or advertising

#### **Essential Professional Background:**

- Experience in working with community clubs & community youth groups
- Experience in social media management, website content

#### **Cuso International covers the following costs:**

- Return airfare and visa/permit costs
- Accommodation while in country
- A modest living allowance while overseas
- The cost of required vaccinations, antimalarial medication and health insurance
- Access to Employee Assistance Program during your placement and when you return
- Travel and accommodation for the five-day pre-departure training course and in-country training orientation and again for a reintegration debriefing weekend after you return.

[Apply](#)

If there's anything we can do to answer your questions, please contact [Lorraine Monteiro](#)  
200-44 Eccles Street, Ottawa, ON, Canada K1R 6S4 | Telephone: [+1 888 434 2876](tel:+18884342876) | [www.cusointernational.org](http://www.cusointernational.org)

**[Subscribe](#) | [Volunteer](#) | [Donate](#)**