



BUILDING HOPE UGANDA – BHU

Restoring Hope to Vulnerable persons and Communities in Uganda

VACANCY ANNOUNCEMENT

Building Hope Uganda (BHU) is a Voluntary Non-Governmental Organisation with the Vision of “Restoring Hope to vulnerable persons and communities in Uganda.” BHU aims at transforming the lives of poor and less privileged women, children and marginalized groups in the grappling communities of Uganda in the areas of health, nutrition, education and livelihoods. BHU is seeking to recruit Professional Volunteers to fill the following position in Hoima as per details specified below:

Position Title: Social Media Coordinator

Reference No: BHU/V-004/SMC/2020

JOB SUMMARY

Responsible for coordinating and providing content for all social media platforms, blogs and related content for effective and efficient publication of organization to achieve its targets

JOB RESPONSIBILITIES

DUTIES:

- Develop and implement comprehensive social media strategies and tactic for various social media platforms
- Oversee development, management and implementation of social media content calendars and posting schedules
- Create development plan for social media content, recommending content types based on audience needs and identify content gap
- Stay on top of current events and social trends and how these affect the organization
- Develop and implement a social media listening programs to gauge overall sentiment for different topics of interest between the organization and the general public
- Monitor social media channels/platforms of messaging of interests
- Maintain a unified brand voice across different social media channels
- Assist in the creation and editing of written, video and photo content
- Interact with users and respond to social media messages, inquiries and comments and update management on salient issues accordingly.
- Attend events and produce live social media content
- Conduct online media, influencer and partnership outreach, and identify opportunities
- Work with copywriters and designers to ensure content is informative and appealing
- Work with marketing, sales and product development teams
- Manage and oversee social media content to suite organization interests
- Measure the success of every social media campaign
- Ensuring the organization’s purpose is conveyed to the public in a presentable manner
- Ensure that information on safety issues are regularly communicate to volunteer drivers
- Provide monthly, quarterly, bi-annual and annual updates
- Perform any other duties as assigned by management



EDUCATION & OTHER BACKUPS

- Bachelor's degree in computer science, information technology, information security, computing, mass communication or a related field from a recognized institution.
- A Post graduate in above related field is an added advantage.
- Should possess relevant certificates in the above field

EXPERIENCE

- At least 3years experience with use of social media platforms (linkedin, youtube, facebook, twitter, instagram..)
- Passion for social media & the proficiency with major social media platforms &social media management tools.
- Working knowledge of databases and MS Office computer packages
- Experience with audible creative cloud or equivalent digital media editing tools

KNOWLEDGE, SKILLS & ABILITIES

- Must be willing to Volunteer, able to support BHU's vision, mission, core objectives and values.
- Able to deal with a variety of internal and external stakeholders to support BHU's goals.
- Excellent social listening skills
- Excellent computer skills with knowledge and use of MS Office and databases
- Ability to understand historical, current and future trends in digital content and social media space
- Able to manage and prioritize multiple tasks and respond flexibly
- Strong copywriting and copyediting skills
- Detail oriented approach with ability to work under pressure to meet deadlines
- Demonstrated capacity to work both autonomously with limited support
- A good team player with a creative mindset
- Good interpersonal -communication skills with excellent writing abilities and command of English language
- Familiarity with web design and publishing
- Critical thinker and problem solving skills
- Sound time management, planning, and organisational skills to meet the demands of the busy position
- Ability to maintain high level of confidentiality
- Client service focus and able to think critically in a deadline driven environment
- Ability to work effectively with minimal supervision

HOW TO APPLY:

1. *Interested Volunteer applicants who meet the criteria should email their Volunteer application letters, CV with three work related referees, academic documents and certificates with a Copy of National ID to: info@buildinghopeuganda.org*
2. *Indicate what motivates you to volunteer with BHU in your cover letter*
3. *Submit your application in either MS Word (.doc) or Adobe Acrobat (.pdf) file types NOT Exceeding 3MBs*
4. *Indicate clearly position applied for and reference number in the email subject line*
5. *Only shortlisted candidates will be contacted. BHU is an equal opportunity Employer.*

DEADLINE FOR APPLICATION: 30th June, 2020