



## Job Description

1. **NAME:**
2. **POSITION TITLE:** Information, Communication and Media (ICM) Coordinator
3. **POSITION CLASSIFICATION:** C
4. **LOCATION:** Flexible
5. **REPORTING RESPONSIBILITIES:**

The reporting responsibilities of this position are as follows:

<b>Reporting to;</b>	
<b><u>5.1 Direct Reporting Line</u></b>	<b><u>Reporting Areas</u></b>
ICM Manager	All Matters
<b><u>5.2 Functional Reporting Line</u></b>	<b><u>Reporting Areas</u></b>

- Direct reports indicate those staff members this position directly reports to, and is responsible for performance appraisals of this position.
- Functional Reports indicate staff this position reports to or interacts with and who this position is accountable to for the specific function.

<b>Reported by;</b>	
<b><u>5.3 Direct Reports</u></b>	<b><u>Reporting Areas</u></b>
None	N/A
<b><u>5.4 Functional Reports</u></b>	<b><u>Reporting Areas</u></b>

- Direct reports indicate those staff members directly reporting to this position, and this position is responsible for performance appraisals of.
- Functional Reports indicate staff reporting or interacting with this position and who are accountable to it for the specific function.



## **6. OVERVIEW**

The ICM Coordinator leads the day-to-day coordination and operations of the communications team, ensuring smooth implementation of campaigns and the timely production of content. This role is responsible for updating and maintaining the website, drafting content, managing AWID's social media platforms, and assisting with the production of newsletters, reports, and promotional materials. The Communications Coordinator will also support tracking the performance of communications efforts and media coverage, ensuring that the organization's communications are consistent, accessible, and engaging.

## **7. MAJOR RESPONSIBILITIES**

### **7.1 Team Coordination and support:**

- Assist in the planning and execution of communications campaigns, ensuring alignment with AWID's goals and feminist principles.
- Collaborate with team members to develop content, including graphic design, for various communication channels, including the website, social media, newsletters, and initiative materials.
- Work closely with other teams to gather relevant information and content for the website and digital channels.
- Coordinate with external partners and contributors to ensure content aligns with organizational goals and supports ongoing initiatives.
- Help manage internal communication efforts to ensure consistent messaging and information sharing across the organization.

### **7.2 Content Development, Production, and Promotion:**

- Support ICM Co-Leads with content creation, including graphic design, for the website, including blog posts, reports, resources, and other relevant materials.
- Ensure regular updates to the website, ensuring that all content is current, accurate, and consistent with organizational priorities and feminist principles.
- Collaborate with Manager and Co-Leads to ensure that website content is properly maintained and updated.
- Assist with the production of newsletters, reports, and other promotional materials, ensuring that they are accessible and inclusive of diverse audiences.



- Help manage and schedule social media posts across various platforms, ensuring content is engaging and aligned with the organization's mission.

### **7.3 Website and Digital Platform Integration:**

- Support the maintenance of website content by ensuring that content is both up-to-date and that it remains user-friendly, informative, and reflective of organizational goals.
- Collaborate with internal stakeholders to gather content for the website, ensuring accurate representation of the organization's work and initiatives.
- Work with the communications team to ensure that the website is accessible, up-to-date, and consistent with the organization's branding and messaging.

### **7.4 Social Media and Content Distribution:**

- Manage and schedule social media posts across platforms.
- Ensure that content on social media is accessible and inclusive, adhering to the organization's values and goals.
- Assist with live updates for events, campaigns, or initiatives across digital channels.

### **7.5 Monitoring, Evaluation, and Reporting:**

- Provide quarterly reports and ICM MEAL data on communications and help identify areas for improvement in engagement.
- Track engagement on social media platforms and suggest improvements for better audience engagement.
- Assist in reporting on specific communications campaigns or outreach efforts to internal teams and external stakeholders.

### **7.6 Organization Development and Support:**

- Ensure the timely and effective implementation of deliverables outlined in individual work plans, including related activities, reports, and evaluations.
- Monitor and manage individual work plans, timesheets, staff expenses, and associated HR and administrative requirements.
- Set and work toward achieving SMART performance objectives, including personal and professional development goals.



- Actively participate in Team, Area and All-staff coordination and planning meetings to support effective collaboration and organizational alignment.
- Identify and explore opportunities to improve task management and build personal capacity for growth.
- Perform additional relevant tasks as agreed upon with the line manager, supporting team and organizational priorities.

*Please Note: The above JD contains the main responsibilities and duties of this position. However in an ever evolving organization such as AWID staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular JD. Where any task becomes a regular part of a staff member's responsibilities, the JD should be changed in consultation between the manager, the staff member and the responsible HR person. Any one of the three may initiate the consultation.*



## **POSITION SPECIFICATIONS:**

### Essential Values and Competencies

- Value a feminist intersectional framework and its implications for organizational practices, and reflects the principles of feminism and anti-oppression
- Transparency and accountability
- Results orientation
- Strategic thinking and risk Management
- Critical thinking, problem-solving and analysis, displaying good judgement
- Very detail-oriented, with the ability to connect them to the big picture and strategic framework
- Strong interpersonal relations across the organization
- Self-awareness and insight
- Influencing & resolving differences across boundaries

### Essential Knowledge, Skills, Abilities & Experience

- Three years of experience in a similar role with at least one year within a non-profit development, gender, human rights and/or funding organization in the Global South.
- Proficient knowledge of website management (e.g., WordPress or similar platforms).
- Familiarity with web accessibility standards and best practices.
- Proficient in social media and digital tools, including content management systems (CMS).
- Skilled in managing and maintaining consistency and accuracy of content across multiple platforms with precision and care.
- Strong organizational and time management skills, with the ability to coordinate multiple projects at the same time.
- Excellent attention to detail, ensuring accuracy in documentation and communication.
- Ability to work with a diverse and virtual team and engage team members, build relationships and consensus.
- Excellent written and verbal communication in English
- Strong expertise in the use of various software and a high level of computer literacy (MS Office Suite, Google Apps, instant messaging and virtual team collaboration software such as Slack and Asana)
- Ability to travel internationally (approx. 2-5 weeks per year)



Desirable Knowledge, Skills, Abilities & Experience:

- Demonstrated knowledge and experience in travel or event management, and administrative support;
- Experience working with diverse communities from multiple identities across the globe, in a virtual environment.
- Basic Financial management
- Spanish and French is a plus