

Web and Media Coordinator

Job Description

We are looking for an individual to manage our website and social media presence. The goal of this role will be to use the latest web and media practices to give Helping Hands a better presence and further reach as we seek to make our work known, raise funds and recruit staff for our team.

Responsibilities

- Manage and update website with relevant and helpful information
- Create frequent, relevant, honest and engaging text, photo and video content to be published across our platforms.
- Moderate social media platforms (deleting unhelpful comments, encouraging interaction, etc.) - Seek other platforms where Helping Hands could be present to further our reach for interest, prayer, fundraising and recruitment
- Direct people to the correct team members when enquiries come in
- Include other team members and volunteers in content creation and publishing - Participating in team meetings, activities, retreats, prayer days, bible studies and any other roles expected of every team member

Essential skills

- Proven web and graphic design ability
- Strong communication skills, online and in person.
- Self starter able to work independently
- Good time management skills as the role will require a lot of independence

Desired skills

- Cross cultural mission work whether short or long term
- Degree and/or experience in IT, web design, graphic design or similar
- Farsi/Dari language knowledge or willingness to learn

Salary

This role requires 100% fund raising.

There is a genuine requirement that the person filling this role would be a practising Christian who fully agrees with our Statement of Faith.