



Title: Terms of Reference (ToR) for Community Engagement Officer

Position:	Community Engagement Officer
Reporting to:	Programme Coordinator
Proposed start date:	08-04-2024
Duration of assignment:	9 months
Proposed level of effort (days/week):	3 days/week
Compensation:	GYD120,000/month

Background

Tamükke Feminists is an intersectional feminist collective committed to advancing gender justice, equality, and care. We strive to create a world where all individuals, regardless of gender, race, ethnicity, sexuality, or socioeconomic status, can live free from oppression and discrimination.

Position Summary

As part of our mission, we are seeking a skilled and dedicated Community Engagement Officer to manage our social media platforms, develop engaging content, and support the Program Coordinator in organizing community activities. The CE Officer will play a crucial role in amplifying our message, increasing our online presence, and fostering meaningful engagement with our community, online and in person.

Responsibilities

The Community Engagement Officer will be responsible for the following tasks:

a. Social Media Management

- i. Develop and support the implementation of a comprehensive 12-month social media strategy aligned with Tamükke Feminists' objectives.
- ii. Co-manage all social media accounts (e.g., Facebook, Twitter, Instagram) including content creation, scheduling, and moderation.
- iii. Monitor social media trends and analytics to optimise content performance and engagement.
- iv. Respond to messages, comments, and inquiries from followers in a timely and professional manner.



b. Content Development

- i. Co-create high-quality, compelling content (including graphics, videos, and written posts) that resonates with our target audience and promotes our mission.
- ii. Collaborate with team members to brainstorm and generate creative ideas for social media campaigns, initiatives, and events.
- iii. Ensure all content adheres to Tamukke Feminists' branding and values.

c. Community Activities Support

- i. Assist the Program Coordinator in planning, coordinating, and executing community activities, workshops, and events.
- ii. Engage with community members, partners, and stakeholders to promote participation and support for our programs.
- iii. Provide logistical support before, during, and after events, including venue arrangements, participant registration, and materials preparation.

Role requirements

- Minimum of three years experience in communications, marketing, community engagement or a related field preferred.
- Proven experience in social media management, content creation, and community engagement, preferably in a non-profit or advocacy organization. Experience can either be voluntary or through paid work.
- Experience using Canva or any other graphic design software.
- Strong writing and editing skills with the ability to craft clear, compelling messages for diverse audiences.
- Proficiency in using social media management tools and analytics platforms.
- Excellent organizational abilities
- Commitment to intersectional feminist practice, gender justice, feminist movement building, anti-racism, and social justice issues.
- Capacity to work from an anti-oppressive, liberatory, intersectional lens.
- Capacity to work in a feminist, collaborative space.

Working Conditions

T&MÙKKE FEMINISTS

It is expected that most of the work will require sitting at a desk and working on a computer, attending virtual meetings, creating content and typing. You will be expected to attend in-person events when possible and appropriate. These events typically occur during weekends. Weekend hours will count towards the agreed working level of effort (3 days/week). Candidates are expected to have their own equipment and software. Provisions will be provided for transportation reimbursement where and when applicable.

Application Process

Please submit your CV, and (optional) portfolio or links to your work (content and media management) to tamukkefeminists@gmail.com by March 15th, 2024. You will be asked to complete a brief survey to assess your alignment with Tamùkke's values and will be contacted for an interview with members of the Tamùkke advisory committee if shortlisted. Interviews will be conducted online.

We encourage you to learn more about our organisation and ensure our values align with yours before applying for this role.

Tamùkke Feminists is committed to intersectional feminist work practices We encourage applications from persons who identify as women, including those with disabilities and from historically underrepresented groups We thank all applicants for their interest in joining our team.