



POSITION : **Communications & Media Coordinator**  
ORGANISATION : African Parks – RCA  
LOCATION : Central Africa and Congo Brazza (1 position)  
REPORTING TO : Odzala and Chinko Parks Managers  
EXPECTED START DATE : 1st January 2022

### **BACKGROUND:**

African Parks is a non-profit conservation organisation that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. We currently manage 19 national parks and protected areas in 11 countries covering over 14.1 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, the Republic of Congo, Rwanda, Zambia and Zimbabwe.

In order to optimize its communication, African Parks is recruiting for the position of **Communications & Media Coordinator** who will simultaneously support the two entities Odza in Congo Brazzaville and Chinko in Central African Republic.

### **JOB OVERVIEW:**

Assist the AP communications team across a broad range of activities, including but not limited to logistical and administrative coordination; drafting and editing content for numerous channels; database management; event and meeting planning; procurement; and other things needed to support the communications team.

### **MAIN ROLES & RESPONSIBILITIES:**

Duties and responsibilities will include the following:

- Develop and manage a Odzala and Chinko Media, Advertisement and Communications strategy in coordination with African Parks Media and Communications team.

- Coordinate all arrangements for media, photographers, and filmmakers in and out of the Odzala and Chinko National Parks. Assist with compiling, proof-reading and finalizing media contracts and agreements
- Create, procure, ship and ensure distribution as well as display of organizational merchandise
- Manage materials and merchandise to meet organizational needs and for key events – internal and external
- Help catalogue online systems including the photographic database, Dropbox, LightRoom, MailChimp, Salesforce, and other living documents
- Oversee the compiling information for media materials, including Q&As, one-pagers, press releases, and media assets when needed
- Help compile updates for monthly CEO reports
- Layout and send technical monthly parks reports and coordinate with field staff to ensure accuracy
- Research, proofread and update written content for Odzala and Chinko marketing materials and webpages, including park brochures, fact sheets, infographics, and more
- Manage and continuously update online social media platforms (Facebook, Instagram, Twitter)
- Manage info email account
- Create and manage important calendars, helping to identify and plan for key events of relevance to African Parks and stakeholder engagement
- Coordinate closely with African Parks Media and communications department as well as fundraising teams to ensure alignment with calendars and needs
- General administrative tasks such as picking up or receiving / coordinating deliveries and anything else that may be required by the communications team

Provide any needed support to Director, Global Media Manager and Web and Digital Coordinator

**KEY RELATIONSHIPS:**

- Odzala and Chinko Parks Managers
- Odzala and Chinko PMU staff members
- AP Media and Communications team
- Media stakeholders in the two countries

## **EDUCATION AND EXPERIENCE:**

- Minimum five (3) years of experience in a similar role, with a preference of two years (2) years with a conservation or non-profit organization;
- A post-graduate degree in Communication, Marketing or other related field of study;
- Perfectly able to communicate orally and in writing in both French and English
- Minimum of two years' work experience in communications or relevant disciplines
- Excellent communication skills, oral and written
- Exceptionally organized, with extreme attention to detail
- Demonstrated ability to work independently under urgent deadlines, manage projects, maintain extraordinary attention to detail and meet deadlines
- Proficiency in Microsoft Office software required
- Proficiency in Social media platforms (Instagram, Twitter, Facebook)
- Knowledge or willingness to learn and become proficient in MailChimp, LightRoom, PhotoShop, FinalCutPro (or other editing software)
- Ability to handle a fast-paced environment that requires significant multi-tasking
- Ability to work well within a team and accept constructive criticism

## **HOW TO APPLY:**

To apply, please email your CV and cover letter to [centralafrica.hr@africanparks.org](mailto:centralafrica.hr@africanparks.org) by Thursday, **16<sup>th</sup> December 2021**. Please mention the position name in the subject line of the email.

In case you do not hear from us within two weeks after the closing date, this means that your application was not successful.

We thank you for your interest in working for African Parks.

For more information or questions, do not hesitate the Regional Human Resources Director, Mr. Kevin Keenoo