Role: Global Communications Coordinator  
Duration: Minimum 6 months  
Hours: 2-3 days per week  
Type: Consultancy (Paid)

What are we looking for?

- An emerging leader who is interested in coordinating communications across all outputs to help deliver NCDFREE’s strategic vision and objectives.
- Proven track record of developing, implementing and evaluating high profile communications strategies and securing effective coverage.
- Experience of managing digital communication channels (website and social media) is essential.
- Basic understanding of Adobe Photoshop, Illustrator and InDesign is desirable.
- Versatile, open minded team player who is willing to go that extra mile in working flexible hours across time zones.
- Strong communicator who is willing to receive and provide mentorship to the leaders of tomorrow.
- Fluent in English and hold a Masters degree in public/global health, communications, or other relevant course.

What do we expect from you?

- Provide strategic communications support in a range of outputs including events, films and digital projects.
- Support the Executive Director with project planning, implementation and coordination.
- Develop and implement a communications strategy through existing communication channels (website and social media) and digital outputs.
- Develop and maintain external communications to ensure key stakeholders are up to date and informed.
- Assist the Executive Director in managing media and public relations where necessary.
- Contribute to the NCDFREE Global Team in providing regular input on Slack and attending monthly meetings.
- Be professional, organised, sociable and friendly.

What can you expect from us?

- Become part of a dynamic, innovative international team leading a youth led start up striving for social change on the global level.
- A flexible online working environment and scope to tailor role.
- Share your voice, develop new and existing skills, on a well respected innovative international platform with support from a range of emerging and established global health actors.
- Connect with NCDFREE mentors and leading global health stakeholders in health, academia, art, technology, communications, law, marketing and more.

Application deadline is April 2nd, 2018, however we reserve the right to close the position before the deadline if a suitable candidate is found. The consultancy period is for a minimum of 6 months and wage is negotiable based on previous experience. To apply, send CV and cover letter in English to hello@ncdfree.org. If you have any questions, please contact jack@ncdfree.org.