



Scope of Work, Papyrus S.A. Communications Coordinator

Organization

Papyrus S.A. is a private firm that prides itself on its lasting results-based approach focused on connecting local and international aspirations. For more information, please visit www.papyrushaiti.com

Position Description

Papyrus is looking for a Communications Coordinator for an upcoming opportunity funded by USAID/Haiti to address capacity development gaps that limit the effectiveness of civil society organizations to achieve significant and sustainable results. The project will improve advocacy for democratic social change, development, and rights on behalf of Haitian citizens and improve fundamental living conditions by fostering respect for human rights and access to basic services. The program pillars are:

1. Strengthen the advocacy, managerial, financial, and administrative capacities of both advocacy and service provision oriented CSOs.
2. Build comprehensive, efficient, and effective networks of CSOs at the national and grassroots level.
3. Support productive working relationships between CSOs and development actors, including local/central government, the private sector, and major donors.

Responsibilities

Papyrus S.A. will be the Prime Contractor and will manage activities in partnership with other subcontracted implementers and service providers.

Working under the supervision of the COP, primary tasks of the Communications Coordinator include but are not limited to the following:

- Lead the engagement of SUCCES staff, partners, and beneficiaries to understand and meet the project's communication needs.
- Research, develop and implement comprehensive external engagement and communications campaigns for specific events, activities, and grantees – that are not limited to success stories and newsletters.
- Develop marketing materials for publication on SUCCES website and all social media.
- Perform communications research and monitor progress of communications tools.
- Assure all communications comply with SUCCES - USAID Branding and Marking policy.
- Coordinate public events planning, contribute ideas for the visibility of the SUCCES program and its achievements; ensure appropriate documentation.
- Communicate with media outlets and journalists, create press and media pitches, develop press releases and press kits.

- Liaise with USAID/Haiti Communications Director, upon senior management request.
- Establish and implement internal communication systems for the project.
- Support the team with content development and editing for the quarterly and annual project reports.
- Manage webinars.
- Lead graphic design consultants to ensure high quality and timely delivery.
- Travel to project field sites frequently as required.

Qualifications

- Bachelor's degree in communications, media, digital design, or related field
- Minimum of five years of professional experience required
- Fluency in French, English and Haitian Creole
- Excellent writing skills in English and French; experience with institutional writing a plus
- Good understanding of the Haiti context and business development challenges _
- Strong networking skills
- Able to create persuasive communications using different media tools such as websites, video, audio, and text.
- Previous experience with USAID-funded projects is an asset

Papyrus S.A. maintains a work environment that stimulates creativity, initiative, and open communication among staff in an informal non-bureaucratic setting. There is a premium placed on those who assume leadership, quickly overcome problems, facilitate actions, promote innovative ideas working in teams, produce results, develop positive and constructive relations with donors, and facilitate project achievements.

Papyrus provides a stimulating work environment and competitive compensation based on salary history.

Interested candidates should send their cover letter and resume to:

application@papyrushaiti.com by **15 June 2022**. Please indicate the position you are applying for in the email subject.