

Job Vacancy: Communication and Marketing Officer

Communication

- Developing and following the communication strategy
- Act as focal point for all media communications in planning, developing and implementing public relation strategies
- Write all publications and material, press releases, and articles to market the institution activities and achievements to targeted media
- Write and edit in-house publications such as annual reports, booklets, flyers for all fields of the center's activities
- Contribute to the production of content for the website, Franco, videos when needed, and social media
- Manage campaigns on social media
- Maintain a continuous program of ongoing PR events
- Maintain media relations
- Organizing press conferences and media meets
- Upkeeping the contact database
- Manage promotion of all events of the center
- Organizing and participating in interviews for the center and/or artists/partners with press, radio, and TV
- Maintain relations and ensure guidance and follow-up with external service providers (designers, photographers, distributors, caterers...)
- Ensuring follow up on written productions: posters, flyers, and Franco and following up on their distribution
- Arrange for photography of key FNCC events/ activities assets for use in social media
- Assist in all the organization, logistics and running of annual big events such as World Music Day, International Food and Crafts Bazaar, EUNIC activity, and others as they come up
- Providing assistance and inputs in the cultural programming
- Providing ideas and recommendations on cultural events
- Promotional activities
- Maintaining communication budget

Business development

- Developing a sponsorship strategy to approach possible sponsors with adequate and targeted presentations to secure funds for the centre's activities
- Developing sponsorship material
- Targeting possible companies

Requirements

BA (Honors) in applicable fields
Minimum 2 years of experience in PR and related field
French language Fluency (B2 level)
Knowledge of the Namibian business and media panorama will be highly valued
Availability on some evenings and weekends

Skills

Good organization
Ability to work under pressure of tight deadlines and to multitask
Proactivity
Good written and oral communication skills, in both English and French (level B2)
Autonomous
Team player
Interpersonal skills