



Organization Background

Christian Action for Reconciliation and Social Assistance (CARSA) is a non-profit organization dedicated to promoting reconciliation, community development, and empowerment in Rwanda. Founded in 2002, CARSA has made significant contributions to the restoration and development of the nation, especially in the aftermath of the 1994 genocide against the Tutsi.

CARSA's programs include Trauma Healing and Reconciliation Workshops, Community Development, Ubwungu Peace and Reconciliation Center, and Youth Empowerment. Through these programs, CARSA works with genocide survivors and their direct offenders, accompanying them on their journeys of forgiveness, reconciliation, and holistic development. CARSA works with youths in schools and communities through the Youth Club for Peace.

We are currently seeking a talented and motivated Media and Communication officer to join our team. The successful candidate will be responsible for developing and implementing communication strategies to promote CARSA's mission and activities, creating engaging and informative content for internal and external audiences, and managing our social media accounts and other communication channels.

Position Title: Media and Communication officer

Report: Communication Manager

Qualifications:

Bachelor's degree in Journalism, Media, Communication, Public Relations or related discipline

Excellent verbal and written communication skills in English and Kinyarwanda

Knowledge and experience in desktop publishing and video production software such as Adobe Photoshop, Adobe InDesign and Adobe Premiere Pro.

Proficient in social media management and content creation

Experience in photography and videography is an advantage

Good time management, interpersonal and organizational skills

Passionate about CARSA's mission and values

Willingness to learn and work collaboratively with other team members

At least 3 years of relevant experience in similar role

Tasks and Responsibilities:

- Develop and implement communication strategies to promote CARSA's mission and activities to a diverse audience
- Create compelling content such as newsletters, press releases, and social media posts that reflect CARSA's programs, activities, and achievements
- Develop and manage CARSA's social media channels, including Facebook, Twitter, Instagram, and LinkedIn, to enhance visibility and engagement with our audience
- Develop and produce marketing materials such as brochures, flyers, and posters to promote CARSA's programs and activities
- Assist with the organization of events, such as workshops and conferences, to promote CARSA's work and mission
- Collaborate with other team members to develop and execute communication plans that support program objectives
- Monitor and analyze media coverage of CARSA and related issues, and provide regular reports to management
- Maintain and update CARSA's website and other online platforms with up-to-date information and content
- Seek opportunities to enhance the public awareness and the reputation of the organization, and coordinate promotional events as required
- Develop and maintain relationships with key stakeholders, such as journalists and media outlets, to promote CARSA's programs and activities

If you are a fresh graduate with a passion for communication and media, and are interested in joining a dynamic and growing non-profit organization that makes a difference in the lives of people in Rwanda, we encourage you to apply.

To apply, please submit your CV with a portfolio of Media and communication, cover letter, and media projects Proposal to info@carsaministry.org , CC: carsahiring@gmail.com not later than 15th June 2023. Note that the closing might happen before the deadline depending on the Volume of applicants therefore submit as earlier as possible.

Only shortlisted candidates will be contacted for assessment.