

## World Relief Haiti

Job Description

Page 1 of 5 **“Videographer-Communications Coordinator”**

<b>Group:</b>	Country Director’s Office
<b>Location:</b>	Port-au-Prince
<b>Reports to:</b>	Country Director
<b>Provides supervision to:</b>	NA
<b>Effective Date:</b>	October 1, 2024
<b>Grade Level:</b>	TBD
<b>Financial Authority / budget:</b> (amount controlled/impacted by the position)	NONE

**Purpose of the position:**

Communication is key in WRH for communication processes, the production and use of key communications resources for donor, public engagement and community awareness that position the Organization program with in-country and international media; lead external communications on a range of humanitarian and development work; direct communications in potential emergency and boldly produce concise communication materials on greatest crises situations; and manage internal communications processes to advance the strategic goals of WRH. The purpose of this role is to implement and guide communications plans and to provide communications advice for WRH. The role will specifically ensure that the right communications resources are sought, developed and distributed to the relevant audiences. Communicate WR ethos and demonstrate a quality of spiritual life that is an example to others.

The Communications Coordinator is responsible to develop, implement and monitor the WRH’s communications strategies and plans in Haiti including developing internal and external communications products, disseminating insights and knowledge pieces while creating and managing content for digital platforms. The position holder will lead efforts in developing clear and powerful messages, utilizing multiple channels tailored to target audiences at country, regional, and global levels. Working closely with key staff in SED and other units to aggregate, package, and tailor information gathered through WRH’s grant-making activities, to raise the organization’s visibility while supporting and amplifying its program work

**Major Responsibilities:**

Key Outputs (accountabilities and results)	Weight (%)	Key responsibilities
I. PRODUCTION/ Brand management	40%	<ul style="list-style-type: none"> <li>• In compliance with WRC strategy, develop a WRH communication strategy for its intended audience.</li> <li>• Develop a monthly social media calendar to manage the various social media accounts and continuously generate new digital media content to ensure consistent and regular posting of messages on all platforms.</li> <li>• Liaise with program units in the documentation of project activities, milestones, and successes through case studies, human-interest stories, video, and photo stories for internal and external dissemination in line with approved communications plans.</li> <li>• Implement WR’s branding policy by ensuring that the materials developed are in line with WR and partners’ branding guidelines.</li> <li>• Contributing to the production of compelling and issues-oriented fundraising, advocacy and publicity materials (web-based, electronic, print and video) for effective donor, public and stakeholders’</li> </ul>

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			<p>engagement in country and internationally</p> <ul style="list-style-type: none"> <li>• Deliver creative and innovative ideas for print, electronic, web-based and design and layout of data and information provided by WRH.</li> <li>• Produce consistently and timely feature stories and photos for sharing with HO and WR worldwide website</li> <li>• Improve and edit art work, photos, charts and other graphic elements and ensure that the WR-HO is provided with quality photos and media interviews from the field.</li> <li>• Develop information graphics (diagrams, fact sheets, charts, etc.) and provide data visualization support for various program areas.</li> <li>• Produce Monthly/quarterly WRH’s newsletter</li> </ul>
2.	<b>PLANNING/ Events Planner</b>	10%	<ul style="list-style-type: none"> <li>• Develop a communication plan/strategy for WRH.</li> <li>• Coordinate communications activities and events ranging from press conferences, short videos, visitors to large seminars and meetings, involving external and/or internal audiences.</li> <li>• Support staff participation in key strategic events.</li> <li>• Update and maintain the calendar of events.</li> <li>• Planning and managing communications in response to both slow- and rapid-onset emergency disaster/relief situations – ensuring that the WR-HO is provided with quality stories, photos and media interviews from the field in a timely manner.</li> <li>• Participate in communications planning for press conferences and media interviews</li> <li>• Prepare to provide relevant audio-visual communications training to Sub-branch and non-communications staff.</li> </ul>
3.	<b>Internal Communications</b>		<ul style="list-style-type: none"> <li>• Promote knowledge and information sharing in the organization by engaging different units and facilitating seamless exchange of information with both internal and external parties.</li> <li>• Liaising with the IP Communications Partner at HO by establishing a regular basis collaboration</li> <li>• Support staff engagement activities including learning activities.</li> <li>• Participating in the Comms + KM Community of Practice on a regular basis.</li> <li>• Responsible for the production, inclusion, development and circulation of the internal newsletter to its intended audience.</li> </ul>
4.	<b>MEDIA RELATIONS</b>	20%	<ul style="list-style-type: none"> <li>• Monitor the Haitian and International media for relevant news stories and trends, to align WRH communication and branding.</li> <li>• Build and maintain a database of Haitian journalists and media houses across the Caribbean continent in line with the WRH media liaison strategy.</li> <li>• Support the SED and other HO team with media planning activities such as media invites, media tours, and media round tables.</li> <li>• Produce news summary for dissemination to staff.</li> <li>• Facilitate a training for media consent for the team. (someone from</li> </ul>

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			<p>marketing could support).</p> <ul style="list-style-type: none"> <li>• Design of reports and other communication materials as needed (ex: flyers, posters, booklets, project fact sheets, leaflets, presentations, bulletins, etc.) for printing and electronic distribution.</li> <li>• Participate in communications briefing e.g. press conferences and media interviews</li> <li>• Feed, animate the social medias of WRH: Facebook, LinkedIn, Instagram, X, yammer, etc. and update the leadership on popularity</li> <li>• Collaborate with communication services from HO and those of other actors in the country</li> <li>• Establish partnerships with various in-country and international media to share WRH work</li> </ul>
5.	<b>AUDIOVISUAL STUDIO Operations</b>	30%	<ul style="list-style-type: none"> <li>• Provide relevant audio-visual communications training to Sub-branch and non-communications staff</li> <li>• Provide Videography and documentary support in terms of idea formulation, conceptualization and production.</li> <li>• Work with CD and IT Team to maintain the Audiovisual Production unit for WRH ensuring efficient use and security of assets and information</li> <li>• Keep an updated record and status of audiovisual assets.</li> <li>• Manage (store, update &amp; disseminate) video resources for WRH</li> <li>• Ensure that all work done in the audiovisual domain is recorded.</li> <li>• Prepare /produce audiovisual materials and presentation materials for internal audiences.</li> </ul>

### CORE COMPETENCIES FOR STAFF

<p><b>Be Safe and Resilient</b> I take care of my personal well-being and support others to do the same.</p>
<p><b>Build Relationships</b> I treat others with empathy and respect so that trust grows, and we can speak the truth with love</p>
<p><b>Learn and Develop</b> I create opportunities for myself and others to grow, strengthen competence and improve performance.</p>
<p><b>Partner and Collaborate</b> I engage and influence networks of people beyond my role to make a bigger difference than we could alone.</p>
<p><b>Deliver Results</b> I focus on and help achieve the things that matter most, with clear evidence of my contribution.</p>
<p><b>Be Accountable</b> I exercise wise stewardship, showing sound judgment and integrity in the decisions and choices I make.</p>
<p><b>Improve and Innovate</b> I seek and discover new and better ways of doing things, solve problems and turn ideas into action.</p>
<p><b>Embrace Change</b> I approach change and the opportunities it offers with openness and courage, and I encourage others to do the same</p>

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### **Other Competencies/Attributes:**

- Must be a committed Christian, able to stand above denominational diversities.
- Attend and participate in devotions.
- Perform other duties as required.

### **Required Qualifications: Education/Knowledge/Technical Skills and Experience**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- The holder of the position should have at least a University Bachelor’s degree in communications for development, journalism, Social Sciences, Public Affairs, graphic design or any other related field or proven related experience or course.
- Should have Minimum 3 years of consistent experience in editing, video shooting and design within NGOs or private sector.
- Familiarity with graphic design fundamentals, especially branding work.
- Strong practical background in design, editing and production, including the use of design software such as the Adobe Creative Suite (Photoshop, InDesign, Illustrator, Light room, canvas, publisher, etc.) and its plug-ins.
- Proven experience of graphic production from start to published/printed product with knowledge of printing processes and color management.
- Member of a communication professional body in good standing.
- Good interpersonal, analytical, and communications skills.
- Fluency in written and oral English and French languages
- Good understanding of new and evolving technologies and digital platforms.
- Knowledge of animation/motion design techniques is an advantage
- Some understanding of contextual issues in Haiti and World Relief work is desirable
- Ability to travel and work in the field as an essential function of the position.
- High levels of confidentiality and flexibility
- Should have adequate understanding of NGOs operations programmatically.
- Should be creative and a good team player.
- Must be flexible, be ready to travel and work under pressure for long and irregular hours to meet strict deadlines.
- At least 3 years’ experience in busy corporate communications, electronic or mass media production industry

### **Working Environment / Conditions:**

- Work environment: Office-based with frequent and extensive travel to the field
- Travel: 60% Domestic travel.
- On call during emergencies

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### World Relief Legal Background

World Relief is both an equal opportunity employer and a faith-based religious organization. This means that we conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual. The status of World Relief as an equal opportunity employer does not prevent the organization from hiring staff based on their religious beliefs, so that all staff share the same religious commitment. World Relief has the right to, and does, hire only candidates who agree with World Relief's Statement of Faith.

To apply for the position, please submit a motivation letter and resume to [wrradmin@wr.org](mailto:wrradmin@wr.org) no later than October 15, 2024

N.B: Only successful candidates will be contact