

## CAPOEIRA4REFUGEES (C4R) – JOB DESCRIPTION

<b>Title:</b>	<b>Marketing &amp; Communications Assistant, Volunteer/Intern</b>
<b>Overview:</b>	Since its founding in 2007 in Damascus, Syria, Capoeira4Refugees (C4R) has worked with children and youth in conflict zones. C4R uses capoeira, a 16th century afro-brazilian art form which incorporates music, sport and play, to improve the lives of children and youth affected by conflict. C4R currently has community-based and camp-based programs in Jordan and also supports capoeira trainers and their initiatives in Turkey, Palestine, and Syria in an effort to encourage and equip the greater capoeira community in the Middle East. For more information, visit <a href="http://www.capoeira4refugees.org">www.capoeira4refugees.org</a>
<b>Contract duration:</b>	Start Date <b>ASAP</b>
<b>Tenure:</b>	Minimum 3 days per week for a minimum of 4 months. 1 month probation period.
<b>Location:</b>	Based at Capoeira4Refugees headquarters in Amman, Jordan
<b>Responsible to</b>	Communications Manager
<b>Benefits:</b>	No pay or allowances; reference letter upon completion
<b>Role Overview:</b>	
<p>This position will provide an opportunity to gain essential skills and experience in the key aspects of communications – social media, copywriting and website content strategy – for an international NGO. Capoeira4Refugees has a broad range of audiences and communications priorities. From highlighting the positive impact we have in the communities in which we work and growing our network of Capoeira Social Programmes, to supporting our fundraising team. The role will give an overview of strategic content planning as well as hands-on content production experience (including infographics, blogs, video and photography). Reporting to the Communications Manager, the Communications Intern will be working to support Capoeira4Refugees communications work across our portfolio of campaigns and supporter engagement initiatives. Professional references will be offered at the end of the placement.</p>	
<b>1. Purpose of the Position:</b>	
To produce engaging content for our supporters, including contributions to our newsletter and blog posts, as well as other projects and activities as requested by the Communications Manager.	
<b>2. Responsibilities</b>	
<ul style="list-style-type: none"> <li>● Assist with development of creative concepts and marketing strategies for promoting the work of the C4R and securing donations from past and first-time donors.</li> <li>● Coordinate with graphic design intern to translate / create concepts into print, online, and other collateral materials.</li> <li>● Develop content for promotional materials including print and electronic newsletters, website and social media stories, medial releases, and other materials as needed.</li> <li>● Assist with copyediting for the various promotional materials defined above.</li> </ul>	
<b>3. Education, Qualifications, Competences, Skills Required:</b>	
Essential:	
<ul style="list-style-type: none"> <li>● Excellent written communication skills, (English</li> <li>● Strong creativity</li> <li>● Ability to work both independently and as part of a team</li> <li>● Strong attention to detail</li> <li>● Excellent interpersonal skills, including experience of working with members of the public, key stakeholders, or donors</li> </ul>	
Preferred:	
<ul style="list-style-type: none"> <li>● Knowledge and understanding of International Development</li> <li>● Experience with sport and development projects</li> <li>● Experience of working in multi-cultural teams</li> </ul>	

**To Apply:** Send your application with the subject line 'Applying for Marketing & Communications Assistant Position'\* including the following:

- a current CV of no more than 2 pages
- a Cover Letter of no more than one page

Email your application to [application@capoeira4refugees.org](mailto:application@capoeira4refugees.org) . Capoeira4Refugees will only contact short-listed candidates.

\*Applications that do not follow this procedure will not be considered.