

CAPOEIRA4REFUGEES (C4R) – JOB DESCRIPTION

Title:	Social Media Coordinator (Volunteer / Intern)
Who we are:	Capoeira4Refugees works with refugee communities and particularly traumatized children and youth using the Brazilian art/sport of capoeira to provide psychosocial support and informal education. Capoeira4Refugees was founded in 2007 working with street children in Syria. C4R has been active in the West Bank, since 2011 and in Jordan since 2014. We have recently launched our 'Changemakers Programme', supporting social capoeira projects globally. For further information see http://www.capoeira4refugees.org/
Job details:	Minimum 6 months, 10-15 hrs per week Located in Berlin , Germany Starting ASAP/May 2018

Role Overview:

C4R is in an exciting position of growth. We are now seeking an experienced Social Media Coordinator, who can support C4R grow its impact in the Middle East and beyond. The work and story of Capoeira4Refugees are very compelling and marketable, combined with our team and voluntary support; there is the potential to be a fantastic success. The primary role of this post is to increase online visibility of our organization and work, through social media and quarterly newsletters with the long-term goal of increasing our online funding. This role requires a motivated and organized, IT-savvy person who can identify the key messages and channels that will connect with our audiences. You will need a broad understanding, experience and skills of how social media works, including some basic marketing skills. You will work closely with the Fundraising Team, the programming staff as well as other staff members as necessary.

Competences/Skills required:

Tasks:

- Support in development of the Capoeira4Refugees brand
- Support in development and execution of the communications strategy
- Developing and refining our social media strategy
- Conceiving, drafting and posting content for our social media channels
- Build a database of media contacts
- Analysis and assessment of social media channels performance
- Work on content for company presentations, product brochures, newsletters and other publications

Preferred:

- Experience with and educational background in marketing and communications
- Experience in setting up and implementing a marketing/communications strategy for a profit/non-profit entity
- Understanding of sport for peace and development and/or the Middle East context
- Experience with working in multi-cultural teams
- Experience with working with Adobe Suite , Photoshop and InDesign

Essential:

- Hands on, motivated and full of ideas
- Excellent writing and editing skills: English (fluent) / German (desirable, but not a must)
- Strong presentation and communication skills
- Proven experience of managing social media accounts (Facebook, Insta, Twitter)
- Strong self-management and time-management skills
- Strong experience in communicating in a fast paced environment

We offer:

An interesting and inspiring position in a small intercultural team, in which you can take on a lot of responsibility and

become creative, but are also closely mentored and supported if needed. We are more than happy to equip committed team members with a letter of recommendation. At the same time, you have the unique chance to support an amazing project and do some good!

If you are interested: Please send a *short* cover letter explaining why you think you would make the perfect fit for this position and our team, along with your CV to Berit. Please feel free to also get in touch if you want to know more about the position or have any questions. Looking forward to hearing from you!

Berit Moneke

Fundraising Officer

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