

# Job Description

## Communications Associate (January 2019)

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The Hunger Project (THP) is a global, strategic organization committed to the sustainable end of world hunger. In Africa, Asia and Latin America, The Hunger Project empowers millions of women and men to end their own hunger. The Hunger Project has pioneered low-cost, bottom-up, gender-focused strategies in each region where hunger persists. These strategies mobilize clusters of rural villages to create and run their own programs that achieve lasting progress in health, education, nutrition and family income.

### Position Summary

The Communications Associate of the Global Hunger Project (THP) will implement the goals of the Communications Department, with a particular focus on digital engagement via the website and social media channels. They will be a resourceful self-starter with excellent communication and interpersonal skills who is committed to raising awareness about The Hunger Project's worldwide approach and impact.

The position is based out of THP's Global Office in New York City and will report to the Senior Manager of Communications. Remote candidates will be considered, with preferred locations in New York City or Washington, DC.

### Key Responsibilities

As a global function, the Communications Associate serves the Global Office and staff in 20+ countries to develop effective messaging that advances the values, mission and impact of The Hunger Project. Specific duties will include:

- Implementing a comprehensive global social media strategy to support The Hunger Project's brand awareness, advocacy efforts and online fundraising.
- Creating and curating compelling digital content for a variety of global audiences, ensuring a cohesive global brand across Hunger Project countries.
- Coordinate The Hunger Project's participation in international days of significance and other international advocacy moments and campaigns, to deliver our messages and enhance our reputation as a thought leader.
- Serving as the first point of contact for press inquiries and developing content for external placements.
- Writing/editing/proofreading content for internal and external publications such as fact sheets, program evaluations and other collateral
- Liaising closely with interns to support their work and ensure their success.
- Other administrative tasks as assigned

## Qualifications

- BA preferably in fields relating to communications or marketing.
- 2+ years of work experience, in a non-profit setting preferred.
- Excellent editing, proofreading and writing skills, with an unwavering commitment to accuracy.
- Resourceful self-starter with demonstrated ability to independently multi-task and prioritize.
- Facility in Microsoft Office and across social media platforms. Experience with Adobe Creative Suite products, Slack and Wordpress a plus. In general, comfort with new technologies, and a quick learner.
- Commitment to The Hunger Project's values, including an understanding of and compatibility with our principles and philosophy. The successful candidate will be working with a team who loves what they are doing and feels it is a privilege to be working in service of this mission.

## To Apply

Please forward your letter of interest, resume, writing sample and references for immediate consideration to Sara Wilson, Senior Manager of Communications at Sara.Wilson@thp.org. Please note "**Communications Associate**" in the subject line of your e-mail.