



Communications Coordinator

Project Medishare for Haiti (PM) is a nonprofit organization that empowers Haitians to provide and receive access to quality healthcare. We share our knowledge and resources with local partners to improve health infrastructure and grow the skills of medical professionals. We work with communities, government institutions, local organizations and global medical professionals to enhance the quality of life of Haitian families by strengthening local healthcare capacity.

We seek a dynamic, self-driven and highly focused individual to join our development and communications team. Reporting to the Development Manager and working in support of fundraising goals, the Communications Coordinator works collaboratively with local program staff and beneficiaries to create compelling content that generates awareness of PM, delivers key messages to specified audiences, and demonstrates the impact of our community health programs. This is a full-time position based in Port-au-Prince, with frequent overnight travel to the Central Plateau required.

Primary Responsibilities

- Communications – Generate and solicit content (stories, videos, photos) for social media, donor reports, blog posts, brochures, newsletters, fundraising campaigns and more. Monitor social media activity. Develop and manage editorial calendar. Write, edit and translate internal and external newsletters.
- Fundraising – Help implement volunteer and donor cultivation strategies. Coordinate donor visits. Research and identify potential local donors, partners and grant opportunities. Assist in tracking in-kind donations. Update donor and volunteer records in donor database.
- Public Relations – Identify local speaking and conference opportunities. Help organize community events. Pitch stories to local media. Write and distribute press releases.

Qualifications

- Bachelor's degree in communications, journalism, marketing or related field required; minimum 2 years of experience in a nonprofit environment preferred
- Fluent in English, French and Haitian Creole
- Proficient in MS Office and working knowledge of Adobe Suite applications
- Excellent organizational and communication (written and verbal) skills
- Outgoing and comfortable talking with donors and colleagues, in person and on the phone
- Ability to excel in a fast-paced, team-oriented environment, and manage multiple projects simultaneously
- Self-driven, solutions oriented and require minimal direction
- Strong work ethic with a high level of personal and professional integrity and trustworthiness

To apply, please submit a cover letter and resume to info@projectmedishare.org by February 15, 2018. No phone calls please.