



Communications & Network Coordinator Job Description and Person Specification Susila Dharma International Association

Introduction

Reporting to the Executive Director (ED), you will be the Communications and Network Coordinator for an exciting Network of development NGOs working in 26 countries, helping to fulfil the social and development Aims of the WSA.

You will be part of a flexible, loving, Subud team, working with SDIA Board and volunteers from all over the world. You will be helping to tell the story of our SD projects and Network – within Subud and to the general public – highlighting the difference that we are making every day to improve lives and protect the environment.

If you are committed to making our world fairer and more sustainable, thrive on diversity, love working with people and have strong communications skills, please apply!

Responsibilities

1. Communications and Publications

- a. Using Mailchimp, produce an **online e-News** between 4 and 6 times a year in English, French and Spanish, working with the staff, editorial committee and volunteers;
- b. Organise, publicise and facilitate/participate in SD Network Passport webinars (between 6-8 in the year) showcasing the work of one SDIA member per session;
- c. Manage and curate SDIA's social media presence via Facebook, Instagram and Twitter, with the help of our communications assistant;
- d. Contribute to maintaining SDIA's website, editing text and uploading new information, images and stories from members; and creating and curating content such as blogs, articles and web pages;
- e. Manage SDIA's photo data base and instruct volunteers in archiving photos;
- f. Manage and curate SDIA's YouTube channel, ensuring the latest videos from SDIA and members are uploaded and placed on relevant playlists;
- g. Develop, edit and lay out SDIA's Annual Report and other key documents;
- h. Contribute and supply information to the SDIA CRM in Hubspot;

- i. Use Hubspot to tailor message (thank yous and project updates) to specific segments of donors in order to encourage and sustain donor engagement;
2. **Fundraising:**
 - a. Collaborate in grant research and writing to external organisations with and for members, and for SDIA.
 3. **Translation**
 - a. Coordinate the translation of required SDIA information/documentation for publications and internally for members;
 - b. Maintain a team of volunteer interpreters for regular online events such as webinars and the SDIA AGM and manage the interpretation during such meetings;
 - c. Where necessary, facilitate other communications with SD members in French and Spanish;
 4. **Sustaining Networks, Systems and Partnerships**
 - a. UN: Coordinate information related to SDIA's consultative status with UN - ECOSOC, UNICEF and DPI and assist delegates representing SDIA who attend UN related events;
 - b. Assist in the management of SD Network data: maintaining Office and Network Dropboxes, contact and membership lists and volunteers' information; use HubSpot to manage network data more effectively;
 - c. Troubleshooting: identify when there is a technical issue to resolve in any of SDIA's systems/tools and liaise with iSOS / other technical consultants to fix it;
 - d. Participate, when possible, in regular SD Nationals conference calls;
 - e. Attend and provide logistical support at in-person meetings and conferences as possible given the limits of the 2021 budget and as determined by the office.
 5. **Volunteering**
 - a. Field enquiries about volunteering from interested parties and where possible help place volunteers at projects, supporting volunteers and project hosts to prepare for the placement where necessary;
 - b. Assist in the administration of the Human Force programme, especially budgeting, grant-writing and strategy development.

Skills and Qualifications:

A suitable candidate will have a background in journalism, communications, networking, volunteer management, social or other fields.

Essential Qualities:

- Be an active Subud member
- Enthusiasm, patience and a sense of humour

- Strong written and verbal communication skills in English and Spanish (other languages, particularly French, desirable)
- Have strong internet connection and own computer
- Good IT skills – working knowledge of basic WordPress or other Content Management systems, Mailchimp, social media (Flickr, Instagram, Twitter, Facebook), any CRMS or HubSpot experience, Zapier, and Power Point (knowledge of Excel desirable)
- Experience in text editing and desktop publishing, production of Annual Report and other publications
- Experience leading teams and working with volunteers in a flexible and harmonious fashion
- Successful past experiences in organizing and conducting meetings and networking events
- Willingness to work across time zones (occasional early morning, evening or weekend calls) and to deadlines.

Desirable Qualities:

- Content knowledge of development issues or a related field (i.e. social service, humanitarian service delivery, health, education, etc.)
- A formal qualification such as a University Diploma in a relevant field
- Experience working within a team, with the ability to cultivate relationships with members and volunteers
- Public relations and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Ability to work effectively in collaboration with diverse groups of people
- Knowledge of other languages: French, German, Bahasa Indonesia, Portuguese etc.
- Willingness to travel

Remuneration

This is a consultancy contract with annual renewal and review. It is not a salaried position with benefits. Honoraria from \$20,000 USD for a part-time position. Terms to be discussed.

Start date

September 2022 with a two-month training/trial period.

To Apply: Please send your resume/CV and a covering letter to virginia@susiladharma.org by June 10th, 2022.