



Into Your Hands-Africa (IYHA) is an international nonprofit organization that seeks to empower children and families to overcome the constraints of poverty through education and business development. For 15 years, we have worked with students, families, and communities in rural south-eastern Uganda, supporting community empowerment and economic sustainability through education and enterprise programming.

Our programs send students to school, create local leaders, and teach practical skills intertwined with sustainable enterprise projects as requested by the communities we serve. In alignment with the organization's strategic future, IYHA is looking to hire a part-time communications manager to create, implement and disseminate engaging content for various stakeholders that brings awareness to the organization's mission, impact, and future. This individual should have the heart of a storyteller and be self-directed and creative with solid time management skills.

#### **ESSENTIAL FUNCTIONS:**

- Manages everything content related from the creation of text to developing a communication plan and awareness dashboard around outreach activities, donor engagement, and events.
- Writes, edits, designs and formats content for IYHA communications- including annual reports, websites, newsletters, donor emails, etc.
- Creates and expands IYHA's social media presence through Facebook, Instagram, and LinkedIn.
- Updates and maintains IYHA's website.
- Trains Ugandan staff to collect, create and share stories and photos through varying platforms.
- Develops and implements content for giving campaigns such as Colorado Gives Day, IYHA's annual event, capital campaigns, end-of-year fundraising, and recurring gifts.
- Researches new opportunities for media coverage, outreach, and online networking
- Assists the Executive Director with general International NPO administrative tasks as needed.

#### **PERFORMANCE REQUIREMENTS:**

- Commitment to the mission and vision of IYHA and our programs.
- Proficiency and strategic understanding of using social media platforms to reach, cultivate and steward new audiences.
- Comfortable working with a small team with an ever-evolving list of tasks and projects.
- Self-Driven, flexible, and resourceful with a willingness to 'jump in' whenever



possible.

- Outstanding written and oral communication skills; ability to proofread.
- Holds a bachelor's degree from an accredited college or university.
- Photo and video editing are a plus. Experience with Canva is a plus.
- Experience with Salesforce is a plus.

**Work Environment:**

- Part-time remote position (32-40 hours/month)
- Occasional early morning meetings to accommodate the organization's Ugandan team.
- Occasional weekend or evening work as needed.

**Salary:** Hourly pay rate between \$22-\$25 per hour.

Please submit your CV and two writing samples to Kristy Hitchings at [Kristy@intoyourhandsafrica.org](mailto:Kristy@intoyourhandsafrica.org).