

Communication Assistant

Snapshot:

Scope: Working directly with the regional and continental offices for TTI.

Reports to: West Africa Communications Manager and Africa Communications Manager

Location: Lome, Togo

Employment Type: Fulltime

Scope of Work:

You will be responsible for graphic content (pictures and videos) and production of high-quality videos and pictures in the West Africa office.

Job Description:

General Requirements:

- Self-motivation and dedication are necessary.
- Humility and high moral character are non-negotiable in all aspects of our work.
- Conduct yourself properly with humility, gentleness, and wisdom around people/leaders holding different theological positions within the Christian circle.
- Regular communication and updates with the office team and our leaders and church planters in the field is required. Prompt and quality reply to emails/phone calls, WhatsApp messages, and SMS is expected. Strive to reach the leaders in the field by whatever means necessary.
- Compliance with the requirements, policies, and accountability established by TTI.

Duties and Responsibilities:

- Contribute towards communication and translation systems and strategies such as the scoreboard, best practices, system, task list, etc.
- Collect stories and media content (pictures and videos) from the R & R department.
- Prepare a spreadsheet to track the quality and quantity of stories and pictures from every Paul/Field leader.
- Select and type usable stories.
- Develop the selected stories and incorporate feedback into the stories.
- Select and label media content (pictures and videos).
- Upload media content to the hard drive and cloud storage.
- Responsible for quality graphic content for resource mobilization, including the quarterly/monthly impact reports of various projects in FWA.
- Contribute towards creative communication and resource mobilization materials – magazines, brochures, videos, etc.

Travel

- Travel should be expected:
 - Health and the ability to travel are important.
 - Potential for travel to visit churches and training centers.

Funds:

Communication Assistant

- This position also involves handling the finances of the office. Money distribution and keeping track of how money is spent and distributed in the office are of utmost importance.
- Proper historical record keeping will be expected.
- Proper allocation and careful use of funds is mandatory.
- High value is placed on integrity and discretion.

Involvement in the West Africa office:

This position also involves numerous administrative tasks within the office when you are not traveling for TOTs. These tasks include, but are not limited to:

- Reviewing field reports
- Financial accountability
- Field communication
- Record keeping
- Assist with reporting track & report observation
- Attending and contributing to meetings.

It is also important to remember that the function of the office is to serve and support the work in the field. There should not be a controlling tone or harassment of those in the field.

Our field staff will likely challenge patience and not always send reports in the correct format, on time, and properly filled. Grace, mercy, and patience are needed to help them adjust to the expected level we require. However, we never stop encouraging them to raise their level of reporting.

Signature: _____

Date: _____