

JOB DESCRIPTION

West Africa Communications Assistant

West Africa Regional Office — The Timothy Initiative

Snapshot

Title	West Africa Communications Assistant
Scope	Working directly with the West Africa Regional Office of The Timothy Initiative
Reports to	West Africa Communications Manager
Employment type	Full-time
Office hours	Monday–Friday, 08:00–16:30; weekend availability should be expected
Location	Lomé, Togo

Job Summary

The Communications Assistant is part of the West Africa communications team supporting TTI operations and field activities across nine countries in West and Central Africa. Working closely with field leaders, the role contributes to donor reports, magazines, social media, videos, and other publications, ensuring that ministry stories are shared with accuracy, integrity, and excellence.

Spiritual Life

- This position requires spending quality time with God. An intimate relationship with Jesus Christ and a desire to see God's Kingdom expand is needed.

- You must be able to take care of your family. Ensure that you are in the right relationship with your spouse, children, siblings, and parents.
- Take ownership of advancing TTI's mission and vision.
- Prayer for this partnership — including the ministries, churches, and partners involved — is central in everything you do.
- You must identify and be accountable to at least one other person every week.

General Requirements

- Bachelor's degree in communications or a related field.
- Minimum of three (3) years of professional experience in communications, content development, or a related field.
- Excellent written and verbal communication skills in both French and English.
- Strong storytelling ability, with experience identifying, developing, and sharing impactful transformation stories.
- Excellent writing, editing, and interviewing skills.
- Proficiency in Microsoft 365 applications, including Teams, Word, Excel, PowerPoint, and SharePoint.
- Working knowledge of Canva and other digital communication tools.
- Familiarity with content management systems, social media platforms, and digital communication channels is an advantage.
- Ability to occasionally train, coach, and support field leaders.
- Demonstrated ability to work effectively under pressure and adapt to changing priorities.
- Curiosity, creativity, and a passion for learning and continuous improvement.
- Attention to detail and commitment to producing high-quality work.
- Agreement with and commitment to TTI's mission, vision, values, and statement of faith.
- Compliance with TTI policies, safeguarding requirements, and accountability standards.
- Ability and willingness to travel occasionally within Togo and across the West Africa region.

The following qualifications are an asset

- Passion for Christian ministry and communicating stories of transformed lives with integrity and excellence.

- Experience working in a multicultural or international ministry, NGO, or development environment.
- Ability to build strong relationships with field leaders and ministry partners.
- Understanding of donor-focused communications and the importance of accurate impact reporting.
- A servant-hearted attitude and commitment to supporting the broader mission of TTI through effective communication.

Duties and Responsibilities

Content Collection and Field Communication

- Collect field stories, photographs, videos, and supporting information from nine assigned countries.
- Maintain regular communication with country leaders and communication point persons to ensure consistent reporting.
- Apply and strengthen existing communication systems, reporting workflows, and content collection strategies.
- Build trusted relationships with field leaders by encouraging them and supporting them toward the work they are doing in the field.
- Conduct interviews with church planters, trainers, and ministry leaders to capture authentic stories of transformation.
- Verify facts and ensure the accuracy of all submitted information before submission.
- Conduct field visits when necessary for content collection.

Storytelling and Content Development

- Write compelling stories that clearly communicate ministry impact to donors, partners, and churches.
- Develop scripts for promotional videos, documentaries, interviews, and ministry presentations.
- Adapt content for multiple communication channels, including:
 - Donor reports
 - Partner updates
 - Office magazines

- Social media
- Video shoots
- Leadership meetings

Administrative Support

- Assist the Communications Manager with planning, coordination, and execution of departmental and inter-departmental projects.
- Participate in communication meetings and planning sessions.
- Prepare reports as requested.
- Perform any other responsibilities assigned by the West Africa Regional Manager.