

Responsibility Matrix – Social Media/Visibility Coordinator

01 Position

Minimum qualification	: Bachelor's degree or equivalent
Minimum qualification	: 02 years of proven experience in Media, Communications & Visibility.
Location	: Islamabad, Pakistan.
Contract type:	: Honorarium based
Honorarium:	: PKR 60,000 to 65,000 per month inclusive of all applicable taxes
Contract Period	: The engagement period will be from June 01, 2023, to 30 th September 2023, with possibility of extension of few additional months with mutual consent and satisfactory performance of the person engaged.

HOPE'87 is currently seeking field/Office-based services of a highly motivated and committed individuals for multiple assignments. These are tabulated as follows;

Responsibilities/expectations of the **Visibility Coordinator** are;

1. Prepare awareness campaign around irregular migration for social media covering but not limited to;
 - a. Raise awareness among the youth/audience intending or thinking to take the illegal migration routes.
 - b. Educate the audience about the risks, threats and challenges of illegal migration.
 - c. Promote legal alternatives and sources of income in their country of origin (Pakistan).
2. Create social media accounts/pages like on Facebook, Twitter, Instagram etc.
3. Prepare Content Calendar for social media.
4. Prepare & gather data for irregular migration campaign.
5. Create & Manage (post content, respond to queries, engage with the audience) social media accounts.
6. Write articles for social media.
7. Create infographics for social media.
8. Prepare Monthly bulletin of the project.
9. Field visits & conduct the following activities;
 - i. Interviews with beneficiaries
 - ii. Interviews with trainers
 - iii. Gather content with photographer/videographer.
10. Prepare storyboard for videos, if required.
11. Guide photographer/videographer of local partner to capture pictures, videos, documentaries etc.
12. Provide text for captions of still images and subtitles of any interview or audio captured in the video content, including obtaining translations of any languages other than English.
13. Selection and submission of high-resolution processed/final pictures.
14. Submission of final videos.

This opening is required to be filled on an urgent basis and CVs will be reviewed and candidates will be selected on a rolling basis.

Please send your CV at

hope87.jobs@gmail.com

by **May 29, 2023**. Please mention the title in the subject line.