

Communications Officer – Volunteer/Internship

About Us

The **Bring Hope Humanitarian Foundation** (BHHF) is an NGO that doubles as a budding movement that focuses on the ideas of restoring hope, harmony, and dignity in those that have been dealing with conflict situations. It focuses on bettering the wellness, health and education of refugees, Internally Displaced People (IDP) and the most vulnerable populations all over the world.

We are proud to have reached over 2.4m people through our aid donations since beginning our operations in 2015, delivering over 140m USD of humanitarian and medical aid items to communities, among others, in Iraqi-Kurdistan, Sierra Leone, Lesotho, Kenya, Nigeria, Republic of Congo, Guinea, Pakistan, Lebanon, Bangladesh and Yemen.

This branch of Bring Hope Humanitarian Foundation is based in International Humanitarian City, Dubai, while our headquarters is in Sweden and core operations are in Iraqi-Kurdistan.

Visit bringhopefoundation.org to find out more, or visit our [LinkedIn](#) page.

The Opportunity

BHHF is looking for passionate and driven humanitarians to join our **internship** and **volunteer** program, to learn about the functions of an International NGO here in Dubai. Bring Hope is an inclusive and diverse organisation, and has a keen focus on the growth and development of its employees and volunteers. We believe strongly in the power, capability and creativity of today's up and coming humanitarians!

Responsibilities

The Communications Officer will perform the following functions-

- Guide the development and coordination of communication strategies/plans/campaigns, including setting clear goals and objectives, defining key tasks, messaging, audience targeting and analysis.
- Officer will define a social media plan which leverages social media content, platforms, networks and partners to enhance coverage and support of BHHF's activities.
- Officer will track and analyze print, broadcast and social media, to identify trends and issues, and propose solutions and ideas to improve the effectiveness of communication strategy and activities.

- Officer will advise on the best practices for building and maintaining partnerships through extensive networking and proactive collaboration with the media, advocacy groups and other critical partners.

Key Activities

- Manage BHHF Social Media platforms (LinkedIn, Facebook, Instagram, Twitter etc)
- Create original content
- Manage follower engagement
- Drive traffic towards BHHF website
- Maintain and update the BHHF Website
- Create and publish quarterly BHHF subscriber newsletter
- Manage the production and creation of promotional and informative materials
- Cooperate with partners to create stories of BHHF work
- Create a monthly analytical social media report, which summarizes the engagement on all social media platforms, including lessons learned and suggestions for future strategic planning. This can be shared with all relevant employees at the end of the month
- Coordinate other staff members in the social media team and give out tasks accordingly
- Ensure ethical and fair processes regarding photography, videography and personal data use in BHHF internal/external communication
- Strengthen BHHF brand awareness and credibility through coherence in external/internal communication
- Ensure the content created is in line with BHHF communications and social media strategy
- Create materials to be used externally;
- Manage and create content for the BHHF website;
- On-board new members of the communications team;
- Moderate and manage BHHF's internal communication tools (Zoom, Slack, Asana, GSuite)
- Organise assets and key graphics in BHHF's Google Drive
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Qualifications

- University degree in Journalism, International Relations, Public Relations, Communications, Marketing or other relevant field, with additional years of related work experience and trainings/courses.
- At least 2 years of progressively responsible professional experience as a communications specialist, journalist or spokesperson as well as experience in developing and implementing communication, advocacy and outreach strategies/plans/campaigns.
- Experience with Canva, Illustrator, Hootsuite, GSuite is preferred. Experience in Webflow is a plus.
- Well organized and detail oriented with strong judgement/decision-making skills.
- Strong communication and negotiation skills.

Why join us?

Our **internship/volunteering experience** will provide you with a unique and insightful experience into the functions of an International NGO. Your learning and growth will be a key focus of ours, and we will challenge and push you to learn and grow.

Application Process

Please send your CV and a short cover letter to info.uae@bringhopefoundation.org.

Applications will be reviewed, and selected candidates will be interviewed.

Upon successful selection after the interview process, applicants will be invited to join our internship program.