



The Cayman Islands Crisis Centre (CICC) invites qualified candidates to apply for the position of:

COMMUNICATIONS COORDINATOR (Part-time)

The successful candidate will be responsible for enhancing CICC's visibility by developing and implementing marketing campaigns, increasing brand awareness, manning social media, and supporting all fundraising efforts. This position requires flexibility.

The Communications Coordinator works mostly during the week, however, they might be required to work on weekends and public holidays, based on CICC's needs, events, etc.

Primary Responsibilities Include:

- Implements and oversee multiple communications strategies, campaigns, digital advertising, social media, newsletter, brochures.
- Increases brand awareness, enhances CICC's visibility, and improves access to CICC's services.
- Manages CICC's website, social media, creates engaging content that promotes audience interaction, and encourages participation.
- Assists all fundraising efforts with pre-and post-event advertisement, promotions, etc.
- Develops and maintains CICC's promotional materials and merchandise.
- Communicates with vendors on printing projects.
- Remains up to date on industry trends to ensure all strategies and practices are current.
- Provides secretarial and administrative support including running errands, volunteers' vetting and onboarding.

Qualifications/Requirements:

- Proficiency in and proven knowledge of marketing and communications best practices.
- Knowledge about domestic abuse and its dynamics is highly desired.
- Exceptional organizational and time management skills.
- Strong verbal and written communication skills, computer literate.
- Must possess sensitivity, maturity, dedication, strong work ethics and ability to work in a stressful environment.
- Ability to work effectively autonomously and in a team environment.

Compensation: Salary CI\$20.00-CI\$22.00 p/hour based on experience plus statutory benefits.

We encourage qualified candidates to apply by sending a cover letter, resume and two professional references via email to: ania.milanowska@cicc.ky The deadline for receipt of resumes is the 29th of December 2023. Any applications received after this time will not be eligible for consideration.

We thank all for applying, however only shortlisted candidates will be contacted.