



JOB ADVERTISEMENT-COMMUNICATIONS ASSISTANT

Issue Date: 19th June 2025

Job Title: Communication Assistant (Volunteer)

Duty Station: KAKAMEGA

Reports to: Communication and Advocacy Officer

Remuneration: Stipend

BACKGROUND

Anglican Development Services Western is a church-based development organization whose aim is to facilitate poor rural communities in Western Kenya to realize sustainable socio-economic development. It is the development arm of the six (6) dioceses of the Anglican Church of Kenya Western Province. These dioceses are Bungoma, Butere, Katakwa, Maseno North, Mumias and Nambale.

Job Purpose: ADS-W is seeking to recruit a Communication Assistant who is innovative and driven to help us strengthen our communications docket. We need someone interested in developing a wide-range of communication skills both online and off-line and who wants to take the lead in ensuring ADSW is not only visible, but our information is stored in a way that one can access at any given time.

Duties & Responsibilities

The Communication Assistant will perform the following duties:

- Develop and produce engaging content, including articles, success stories, newsletters, and multimedia materials, to highlight our programs and impact.
- Manage and grow our presence across various social media platforms (Facebook, Twitter, Instagram, LinkedIn), ensuring consistent and timely updates.
- Assist in drafting press releases, media briefs, and liaising with media outlets to enhance our visibility and media coverage.
- Provide communication support for events, workshops, and campaigns, including creating promotional materials and coordinating logistics.
- Support internal communication efforts to keep staff informed and engaged with organizational updates and initiatives.



- Ensure all communication materials align with our brand guidelines and maintain a cohesive organizational voice.

Relevant educational background, experience and skills:

- Bachelor's degree in Communications, Journalism, Public Relations, or a related field.
- At least 1-2 years of professional experience in a communications role, preferably within the NGO sector.
- Team player-Ability to work with different people with effective leadership skills
- Proficiency in social media platforms and content management systems.
- Strong writing, editing, and proofreading skills.
- Basic graphic design skills using tools like Canva or Adobe Creative Suite.
- Photography and videography skills are an added advantage.
- Ability to work independently and as part of a team.
- Strong organizational and multitasking abilities.

Interested applicants are encouraged to fill and submit the following form by **30th June 2025 by 5pm EAT**: <https://forms.gle/LLR6LRCtRnimhcHN8>

Before you proceed, have the following document save on your PC or Phone

1. Cover letter in PDF specifying how you meet the mandatory requirements, (Label your cover letter in this format e.g ‘**Cover letter-Joe Njue**’)
2. Your motivation in applying and what you hope to bring to ADS-W (2 pages max) (Label your Motivation Letter in this format e.g ‘**Motivation-Joe Njue**’) and
3. An updated CV in PDF. (Please label your CV in this format eg ‘**CV-JOE NJUE**’ ‘**RESUME-JOE NJUE**’

Please note, only shortlisted candidates will be contacted.