



Job Position: Communications and Partnerships Associate

Location: New York, New York (remote will be considered)

Application Deadline: Rolling deadline until position is filled

Type of Contract: Part-time / Full-time

Starting Date: April 8, 2021

Salary: Commensurate with experience

About The Access Challenge

The Access Challenge is a New York-based advocacy organization supporting Universal Health Access across Africa in collaboration with the African Union, Africa CDC, WHO, and the Jakaya Mrisho Kikwete Foundation. We partner with leaders to promote policy at the head of state level, together with building African-centered mass-media and strategic advocacy campaigns to change policy maker and individual support for Universal Health Coverage. We seek to influence policy to enable a world where the next generation of global citizens, our children, have equal access to the opportunities and services they need to thrive. This access will be universal, and will not be dictated by where a child is born, or his/her economic status. Our dedicated team works strategically alongside leaders and influencers at the country, continental, and international level. We strive to encourage a culture of collaboration and cooperation within the public health sector.

Position Summary

The Communications and Partnership Associate will be responsible for supporting the work of the Communications Manager in The Access Challenge's external communications and media strategies. This position requires a flexible and open-minded worker, who has the ability to support a variety of daily tasks for The Access Challenge team. The Communications and Partnerships Associate will be an essential part of the Communications team, and will work closely to meet and exceed the organization's strategic communication objectives for this mission driven organization, as well as developing and maintaining existing communications partnerships and will build new relationships with key strategic media partners.

Responsibilities

The Communications and Partnerships Associate will report to the Communications and Program Manager.

Communications Strategy Support

- In cooperation with all TAC campaign managers, support social media and traditional media outreach.
- Assist in translating programmatic success stories into content across TAC's communications channels, including its website, campaign platforms, and social media.



Design and Content Creation

- Using Canva and Adobe Suite, create eye-catching content for social media, traditional media, and our website
- Lead deck creation for fundraising and other presentations

Events

- Support event managers in event execution. Identify key speakers, panelists, and a communication strategy to ensure that these conferences best support the campaign's mission.
- Support relationships with vendors and venues.

Partnership management

- Assist in developing and maintaining sustainable relationships with current and new strategic partners whose activities/resources complement those of The Access Challenge.
- Participate in a variety of African and global health fora.

Qualifications

- Bachelor's degree or Master's degree in a field related to public health, global health, and/or business or marketing (applicants with relevant communications experience and currently in school are also welcome to apply)
- Strong partnership skills. Strong collaboration skills; comfortable working with individuals, foundation funders, and stakeholders across sectors and with diverse groups of people in different departments, functions, and culture
- Excellent written communications skills. Exceptional analytical skills and proven ability to develop high-level, compelling communications materials.
- Excellent design skills, proficiency in Adobe Creative Suite and Canva.
- Excellent organizational skills, an ability to set priorities, meet deadlines and work well under pressure
- Proficiency in Microsoft Office, Dropbox and/or Google Drive, Zoom, and Customer Relationship Management (CRM) donor relations database system, (prior experience with Network for Good is a plus.) Proven technical knowledge of tools such as MailChimp and SurveyMonkey.
- Experience in executing social media communications and campaigns on top social platforms including Twitter, Instagram, Facebook, and LinkedIn.
- Strong drive to work internationally.
- Strong commitment to the mission, philosophy, and goals of The Access Challenge