



At the Forefront (ATF), Inc. is a Black, African women-led think tank committed to social justice and gender equity. We believe in the freedom, agency, and empowerment of all women and girls, with a special focus on those from Africa and the African diaspora. We are a global collective of Black women with diverse expertise across public health, human development, education, law, and human rights with over 40 years' combined experience in the nonprofit sector. After years working in international development, our co-founders launched ATF, Inc. to address the systemic & structural gender and race bias in international development spaces that pushes us further away from co-creating solutions for marginalised communities.

Through an intersectional, Afro-feminist lens, we work to elevate the voices of Black women to address the challenges our communities face. Our work is anchored by our commitment to decolonising the international development sector by ensuring Black women and girls are drivers of their own stories and narratives and to support organisations and institutions to do the same.

For more information about ATF, visit our website <https://www.attheforefront.net/>

JOB PROFILE:

At the Forefront (ATF) is currently seeking a volunteer Communications Associate to assist in the implementation of our communications strategy. If you are passionate about Black women's rights, race and gender equity and justice, with strong communication skills, you may be the right fit.

This role will support ATF's mission and vision to uplift the voices and experiences of Black women through strengthening our social media marketing efforts, messaging, content development, research social justice movements, website content development and support to ATF's communications strategy.

We believe that experience can be showcased in a multitude of ways – from personal experience as a young person growing up exposed to digital media, grassroots work in your community, and opportunities to work alongside marginalised communities during your education. Fundamentally, we are seeking a voluntary Communications Associate who will steer ATF communications with fresh perspectives.

Candidates with commiserative work experience are welcome to apply without a college/university degree.

ATF is committed to ensuring diversity and inclusion as we expand our team. We strongly encourage women and non-binary people with diverse socioeconomic backgrounds, women and non-binary people with disabilities, women and non-binary people living in rural and marginalised communities, women and non-binary people from indigenous/ethnic minority groups, and women and non-binary people of all ages to apply.

PRIMARY RESPONSIBILITIES:

- Develop messaging, newsletters, as part of ATF branding and external positioning in

- collaboration with ATF Advisory Board
- Draft content for social media marketing efforts
 - Assist in the development of communication pieces including post-event blogs
 - Research social justice movements, to fuel coalition building
 - Website design and content management
 - Drive and recruit like-minded communities to ATF public convenings
 - Support accessibility in all communications from website navigation to social media posts

QUALIFICATIONS:

- Understanding of intersectional feminist and Black women's movements
- Knowledge of communications, public relations field (current students welcome)
- Excellent written and verbal communication skills
- Knowledge of digital marketing tactics, such as SEO and email marketing (Mailchimp)
- Excellent critical thinking skills, and able to work collaboratively and independently
- Experience in website content development (Wix)
- Experience in designing marketing materials including flyers (Canva)
- Experience managing social media accounts (Twitter, Facebook, Instagram, and LinkedIn)
- Experience with or willingness to learn about accessibility in communications.

TIME FRAME

- This is a non-paid voluntary position, we estimate that it would require between 4 to 8 hours a week.

APPLICATION PROCEDURE

- Send a CV and cover letter with the subject line "Volunteer Communications Associate" to info@attheforefront.net
- Deadline for applications is: 10 October 2022