Request for Proposals

Communications Support Consultant

Position Overview
The International Center for Not-for-Profit Law (ICNL) is seeking a communications consultant to support the maintenance of ICNL’s digital platforms, document production, and provide general communications support. This will be a part-time position of up to 20 hours per week performed remotely. The initial contract will be from date of hire, through December 31, 2020, with the possibility of extending.

Scope of Work
Consultant will work with ICNL’s communications manager by performing ongoing project-based work to maintain and improve ICNL’s digital assets, primarily the main website: www.icnl.org. Additionally, they will assist with basic formatting, document production, and social media management on an as-needed basis. The Consultant will focus on the following tasks, as well as other relevant tasks as needed:

- Help maintain the ICNL website through updating pages with new content and formatting; fixing broken links that resulted from the initial website launch; testing and applying updated features across the site as needed.
- Format and input digital content updates and create new digital assets (such as blog posts, issue/regional pages, resource posts, graphics, etc.).
- Help maintain and update key contact lists and prepare email drafts and templates in MailChimp.
- Support the production and formatting of various communications products, including publications and presentations.

Qualifications and Evaluation Criteria
ICNL is seeking candidates that:

1. Have experience working in WordPress, maintaining organizational Twitter and Facebook accounts, Microsoft Office (Outlook, Word, Excel, and PowerPoint), and MailChimp.
2. Experience in Adobe Acrobat, Photoshop, and InDesign are preferred.
3. Have experience creating materials for a range of audiences and be proficient in written and digital communications. Fluency in Arabic, French, or Spanish is a plus.

4. Have strong organizational skills and the ability to perform and prioritize multiple tasks, while maintaining attention to detail.

5. Demonstrated proactive approaches to problem-solving.

6. Demonstrated ability to anticipate next steps, take initiative, exercise discretion, and apply sound judgment.

7. Must have reliable internet.

Requirements

In order to be considered for selection, candidates should share:

1. A Curriculum Vitae or resume;
2. A cover letter or cover page summarizing why and how they are a good fit for the role;
3. A list of at least two (2) references with name of organization, job title, email addresses and phone numbers. References should be for organizations for which the consultant has provided services in the last two years.
4. Hourly rate and weekly availability.

Timeline

Proposals should be submitted via email to jobs@icnl.org with the subject line Communications Consultant by September 17, 2020. Applications may be considered on a rolling basis.

About ICNL

The International Center for Not-for-Profit Law (ICNL) works with governments, civil society organizations, and the international community in more than 100 countries to improve the legal environment for civic space around the world. Learn more about our work and browse our resources at www.icnl.org.