

## **Communications Officer for Community Edge Enterprise (IEsteem)**

### ***About Community Edge Enterprise***

Community Edge Enterprise is a social enterprise that transfers relevant technologies and solutions to local communities to economically empower them and accelerate positive social change. We identified briquettes as a solution for Zambia's energy challenges, especially when it comes to limited access to cooking and heating fuel. In line with this, Community Edge Enterprise is running a project called IEsteem Briquetting Project that seeks to increase the transfer, adoption, and utilization of briquettes in Zambia. In addition, IDIN is funding the initial phase of this project through a Microgrant. The pilot project seeks to work with over 20 women groups who are based in Sinda district and is housed at the IEsteem Hub, Sinda District.

The IEsteem Hub is a community creative space where community members are able to come and be trained in basic skills such as entrepreneurship, Self-awareness, creativity, and etc to enhance the adoption of various technologies that may be transferred to the community. While the hub focuses on women and youth for the briquetting project, the creative space is open to all interested in utilizing it. Other than the Founder and Director, the team also consists of one volunteer that coordinates training and two apprentices that work at the hub full time. We strive to be a catalyst for economic empowerment and social change using technology transfer and development.

### ***About the Job***

The Communications Officer will be responsible for IEsteem Briquetting project's communication strategy development. The Communications Officer will advise on communication tasks and use written and verbal skills to create a wide range of product and corporate communication materials, including strengthening IEsteem's online presence to inform and attract partners to the project. These partners may include customers, journalists, support agencies, project financiers, suppliers and the general community. By communicating effectively with the project's target audience, the Communications Officer will help to build a positive reputation for the Project and ease information flow to stakeholders.

### ***Duties and Responsibilities***

1. Establish on line presence of the IEsteem briquetting project in any appropriate form such as a website, social media, blog etc.
2. Develop Project brochure
3. Develop short a promotional video
4. Develop local Community engagement strategy for the IEsteem Briquetting project and IEsteem Hub

### ***Qualifications***

The candidate will have skills in the following areas:

1. Degree in any relevant field
2. Good Interpersonal, written and verbal communications
3. Good organizational skills
4. Familiar with word processing software, multimedia, and design software
5. Knowledge of communications and community engagement ethics, guidance and best practice
6. Knowledge in the following areas:
  - a. Marketing, social media and promotion
  - b. Media and press office management
  - c. Public engagement
  - d. Events management
7. An ability to demonstrate a creative approach to the design and development of communication materials

Please send a CV and cover letter outlining the candidate's motivation for joining the IEsteem team to Yvonne Mtumbi at [ymulambwa@gmail.com](mailto:ymulambwa@gmail.com) and IDIN at [idin-opportunities@mit.edu](mailto:idin-opportunities@mit.edu). Please include the contact information for two references in your application.

This is a full-time voluntary position, but IDIN would be happy to work together with the candidate to apply for whatever other finances could be obtained to support them during the period. In addition, housing, Internet, and local travel costs will be provided by the IEsteem team. The position will last for a minimum of one month and will preferably start as soon as possible.