

Position Title: Communication Manager

Organization: Charity Fund “Voice of Generations”

Duty Station: Odesa, Ukraine (with possible travel to Mykolaiv and Kherson oblasts)

Reports to: NGO Director

Works closely with: Program Manager, M&E Team, field teams, administrative and logistics personnel

Contract Duration: 6 months (part-time) (with possibility of extension depending on funding availability and performance)

Position Summary:

The Communication Manager is responsible for developing and implementing the organization’s communication strategy, ensuring project visibility, and promoting the activities of Charity Fund “Voice of Generations” in compliance with donor requirements, including GIZ visibility standards. The position includes the creation and management of communication materials, social media management, preparation of photo and video content, development of informational and branded materials, and ensuring proper use of logos and visual identity elements of the organization and donors. The Communication Manager will ensure effective communication of project results, preparation of success stories and information materials for donors and partners, and support organizational transparency through high-quality internal and external communications.

Key Responsibilities:

Communication and Social Media Management:

- Develop and implement communication plans for the organization and project activities in line with program objectives and donor requirements.
- Manage the organization’s official social media platforms, including Facebook, Instagram, LinkedIn, and other relevant channels.
- Prepare, edit, and publish posts, news updates, announcements, and informational materials related to project activities.
- Develop and maintain a content calendar ensuring regular communication of project activities, achievements, and results.
- Monitor communication performance and analyze audience engagement and outreach results.

Photo, Video Production, and Content Creation:

- Organize and conduct photo and video documentation during project activities, including events, humanitarian distributions, trainings, consultations, and community activities.
- Produce high-quality photo and video content for social media, donor reporting, presentations, and communication materials.
- Prepare short videos, interviews with project participants, and beneficiary success stories while ensuring confidentiality and informed consent principles are respected.
- Maintain an organized archive of photo, video, and communication materials.

Visual Identity and Branding:

- Ensure compliance with organizational and donor branding requirements across all communication materials.
- Develop or coordinate the creation of:
 - information banners;
 - posters;
 - flyers;
 - presentations;
 - information boards;
 - other communication materials.
- Ensure correct use of organizational, donor, and partner logos.
- Coordinate the production of branded materials, including clothing, promotional items, and printed materials.
- Ensure that all communication materials comply with donor visibility requirements.

Reporting and Donor Communications Support:

- Prepare communication materials for inclusion in donor reports, presentations, and information packages.
- Collect and develop success stories, beneficiary cases, and examples demonstrating the positive impact of project activities.
- Provide photos, videos, statistics, and narrative materials to support program reporting and monitoring activities.
- Support the project team in preparing communication materials for donor and partner meetings.

Coordination and External Communications

- Participate in coordination meetings, working groups, and professional events related to communications and humanitarian activities.

- Liaise with partner organizations, donors, local communities, and media representatives as approved by management.
- Maintain a positive and professional image of the organization in external communications.
- Support dissemination of project results among communities, partners, and relevant stakeholders.

Ethical Standards and Information Protection

- Ensure confidentiality principles are followed when creating and publishing photo, video, and written materials.
- Obtain necessary permissions and informed consent before publishing materials featuring beneficiaries.
- Apply “Do No Harm” principles, protect the dignity of individuals, and avoid stigmatization of vulnerable groups.
- Ensure responsible handling and use of personal data in communication materials.

Qualifications and Experience

- University degree in Communications, Journalism, Marketing, Public Relations, Media Studies, Design, or a related field.
- Minimum 2 years of professional experience in communications, PR, media, or project information management.
- Previous experience working with NGOs, humanitarian organizations, or international development projects is an asset.
- Practical experience managing social media platforms and creating digital content.
- Experience with photography, video production, and basic graphic design/editing tools.
- Understanding of humanitarian communications principles, donor visibility requirements, and ethical storytelling involving vulnerable populations.
- Excellent written and verbal communication skills.
- Creativity, strong attention to detail, and ability to work independently.
- Fluency in Ukrainian; knowledge of English is an asset.
- Proficiency in Microsoft Office and digital tools for content creation and communication management.