

Vacancy Announcement **Communications Officer**

Reports to: Head of Partnerships and Communications
Terms: 60%
Location: Tel Aviv with international travel

Summary

This position is an exciting opportunity to lead on the **development of NALA's communication materials, with creative freedom** to improve NALA's presence across social media platforms and with a diverse range of communications materials. With almost two decades of experience, NALA's projects reach millions of people globally, providing growing partnerships and increased opportunities with each year that passes. As our work continues to expand, we are looking for the right candidate to grow with us, increasing the depth, scope, and impact of our communications.

About NALA

NALA is an internationally recognized expert in the fight to eliminate neglected tropical diseases (NTDs). NTDs impact more than 1.5 billion people worldwide, disproportionately affecting rural and high-poverty populations with the least access to clean water and sanitation. Our innovative and community-based solutions have led to a sustainable reduction in the burden of disease in project areas. Our model complements drug administration campaigns with a focus on promoting healthy behavior change, strengthening the capacity of the local community to improve public health, and increasing their access to water, sanitation, and hygiene (WASH).

About the Position

This position is 60% with an initial 3-month probationary period, with the potential to increase to 100% over time. The selected candidate will join the NALA team at our headquarters in Tel Aviv, reporting to the Head of Partnerships and Communications. The Communications Officer, will lead on the design and development of all communication materials, including photo, content, and video, shaping the organization's digital presence. He/she will also support the Head of Partnerships and wider team on graphic presentation of formal documents and reports, aligning materials across the organization.

Responsibilities

1. Work with the international team to write, edits and design marketing and digital content, including newsletter, website pages, blogs, short videos, brochures, and more, in line with NALA's organizational priorities.
2. Lead on social media strategy across all platforms and manage social media pages to achieve KPIs set by the Head of Partnerships and Communications.
3. Contribute to the design and delivery of online campaigns to achieve specific aims set by the Head of Communications and CEO including online fundraising and awareness-raising.
4. Support and develop organizations branding through graphic materials, maintaining style, quality, and tone of voice to accurately portray NALA's work and messaging.

5. Work with NALA's global team, including, where relevant, international travel for the primary reason of collecting communication materials while maintaining cultural sensitivity and adhering to consent processes.
6. Manage NALA's digital platform administration including platform management and content library organization.
7. Write, edit, and design other documents to support NALA's communication efforts and maintain alignment with organizational branding.

Competencies

1. *Graphic design skills*- proficiency in graphic design software (Adobe Prioritized as well as Canva) focused on creating high-quality communication materials.
2. *Video editing skills*- Basic video editing skills and experience creating social media videos – advantage.
3. *Exceptional writing and editing skills*- Native English writing and editing skills. Advanced Hebrew skills are an advantage.
4. *Attention to detail*- A keen eye for format, design, and accuracy.
5. *Excellent organizational skills*- Ability to multitask and work on several projects simultaneously, meeting strict deadlines.
6. *Good interpersonal skills*- Cultural sensitivity, effective communication, and collaboration skills.
7. *Strong team player*- Ability to work independently and in a team, adapting well to changing priorities and duties.

Qualifications

1. Qualification in communications-related subject.
2. Experience in social media and development of communication materials – must.
3. Graphic design experience.
4. Excellent skills in Adobe (InDesign, Illustrator, Premiere Pro), Canva, Google drive, and MS Office.
5. Native-level English – must.
6. Previous work in international development / Global South is an advantage.

Application Process

Interested candidates are invited to send their CVs and names of 3 potential references to hr@nalafoundation.org. Shortlisted candidates will be invited for an exam and an interview.