



AMERINDIAN PEOPLES ASSOCIATION

200 Charlotte Street, Bourda, Georgetown, Guyana

Tel: (592) 227-0275; Tel/Fax: (592) 223-8150

E-mail: apaguy@networksgy.com

VACANCY

Communications and Visibility Officer

Job Responsibilities:

- Promote visibility of the organisation including its programmes projects, and activities especially highlighting its achievements.
- Provide and support communication links between the Association's staff, members, partners and the news media.
- Develop press releases, press statements, information briefs, newsletters and other news bulletins for the Association's membership, indigenous communities, and the wider public.
- Develop content and materials of various media type for the Association's information and publicity goals.
- Organise press conferences and other publicity events for the organisation.
- Keep APA website updated with press releases, photos, graphics and other information materials on the work of the organisation, the issues it represents, and on indigenous-related issues generally.
- Use the APA Facebook page and other social media links to publicise the work of the organisation and/or to bring to notice issues of importance to indigenous communities and the public at large.
- Provide technical support for the organisation's media communications outreach activities.
- Where possible, provide mentorship and technical support for indigenous youths and women to create content and highlight their own issues.
- Support and represent the organisation's policy objectives through participating in and representation of its programmes and activities.
- Carry out other duties within the scope of the projects and programmes of the Association to ensure the effective implementation and management of such activities.



AMERINDIAN PEOPLES ASSOCIATION

200 Charlotte Street, Bourda, Georgetown, Guyana

Tel: (592) 227-0275; Tel/Fax: (592) 223-8150

E-mail: apaguy@networksgy.com

Job Requirements:

- Degree in Communication Studies, Social Sciences, Humanities or relevant field;
- 2-5 years' experience in communication and publicity
- Sound knowledge of Indigenous peoples issues in Guyana;
- Proficient in ICT skills (Microsoft Office, Web Design Software, Video Cameras & Editing Software, etc.).
- Experience in photography and videography.
- Basic experience in team/project management;
- Experience using Facebook, Twitter, YouTube and other social media platforms for promotional purposes;
- Strong interpersonal and communication skills;
- Strong English writing skills;
- Must be able to travel to interior communities.

Remuneration

An attractive remuneration package is being offered.

Interested persons possessing the relevant qualification and experience should submit their application with a detailed Curriculum Vitae and two recent references to the **Executive Director, Amerindian Peoples Association re Application Communications and Visibility Officer, 200 Charlotte Street, Bourda, Georgetown**, or via e-mail at apaguy@networksgy.com no later than October 10, 2022. Facebook applications will not be accepted. **Shortlisted applicants will be contacted.**