Communications Consultant

General Description:
Established in 2000, the World Cocoa Foundation (WCF) is the world’s leading organization for cocoa sustainability. The long-term goals of WCF are set out in our new strategy:

- **Prosperous cocoa farmers** become truly sustainable and profitable, with transformation of traditional smallholder farming into modern business that deliver sustainable livelihoods for farmers and their families;
- **Empowered cocoa-growing communities** lead their own development, human rights are protected, and safety and wellbeing of children and families are strengthened; and
- A **healthy planet** is conserved and enhanced, with resilient and biodiverse landscapes in cocoa geographies, and the carbon footprint of the sector is reduced.

WCF is a membership organization open to private sector companies engaged in all aspects of the cocoa supply chain. WCF is headquartered in Washington, D.C., with offices in Ghana and Cote d’Ivoire.

Consultancy Summary:
This is an exciting opportunity to temporarily support the execution of a comprehensive global communication strategy on cocoa sustainability issues across multiple channels. The Communications consultant will provide overall support to the Communications & Membership team, specifically with managing communications systems.

Scope of Work:
- Draft and post social media content using Hootsuite.
- Provide ongoing website updates using WordPress.
- Compile data from social media platforms and Google Analytics monthly.
- Coordinate monthly newsletter and execute distribution using MailChimp.
- Develop graphics using Canva.
- Create videos using Wochit platform.
- Support membership outreach using Salesforce.
- Support contracting and supplier management.

Skills & Qualifications:
- Detail-oriented self-starter who works well both independently and on a multi-cultural global team.
- Strong computer skills and knowledge of Microsoft Office.
- Fluent in: Wordpress, Hootsuite, Mailchimp, Google + social media analytics, and Canva
- Desirable: familiarity with Salesforce, Google Ads, Wochit and Meltwater.

Level of Effort and Expectations:
- Remote / online work.
- Approx. 16-24 weekly hours.
- Ability to work in the US Eastern time zone.
Languages:
  • Fluency in English required, and French preferred.

How to Apply:
Interested and eligible consultants are requested to upload 1) An application letter expressing your interest and experiences that matches the requirement. 2) A detailed Curriculum Vitae to: https://worldcocoa.egnyte.com/ul/mQEE69kMcQ

Please address the letter to “Communications Manager” and name your files using the following convention: ‘firstname.lastname Proposal and ‘firstname.lastname Qualifications’ Applications will be reviewed on a rolling bases until consultant is chosen. No phone calls please. Only shortlisted consultancy candidates will be contacted.