



POSITION: Program & Communication Officer

WHERE: Reach for Change, Ghana

COMMITMENT: Full time

DURATION: Fixed Term contract

REMUNERATION: Basic salary of USD 800 monthly equivalent in GHS

APPLICATION PROCESS: Interested candidates should apply directly to our career site [here](#)

DEADLINE FOR APPLICATIONS: Applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted.

START DATE: From July 2022 or upon agreement

About Reach for Change

Reach for Change is an international non profit organisation with the mission to unleash the power of innovation and entrepreneurship to create a better world for women, youth and children. We find and support local, early stage social entrepreneurs to scale their innovations and solve the most pressing issues faced by children. Our core product is development programs for social entrepreneurs, in which the entrepreneurs are supported to scale their innovations through capacity building, networks and funding. Being co-created by successful entrepreneurs in the non-profit and the business sector in 2010 in Sweden, we have a portfolio of 600+ social entrepreneurs in 18 countries across three continents (Africa, Central Asia and Europe) who, together with us, have positively impacted more than 4 million children's lives to date.

In Ghana Reach for Change was registered in 2012 as a Foreign Organisation and subsequently in 2017 as RFC Foundation, a local entity now operating as part of a larger global organisation.. Our work focuses on women's economic empowerment, creating sustainable jobs for youths, innovation for improving education through building the capacity of local social entrepreneurs, entrepreneurship ecosystem development and other cross cutting programs in the area of agribusiness and climate action. Since 2011 we have supported the development of more than 200 social entrepreneurs who have also supported the lives of over 900,000 children, youth and women in Ghana.

For more information about Reach for Change, please check our website www.reachforchange.org.

Position Summary:

As a Program & Communication Officer you will be part of a brave, smart and passionate team working together with the Ghana Program team and reporting directly to our Country Manager, Ghana.

You will support the program team in executing country related projects/programs, communicating with entrepreneurs, beneficiaries and partners and reviewing, evaluating, and monitoring RFC Foundation's projects. The ideal candidate will have knowledge and experience in program and project management and will share RFC's vision for supporting entrepreneurs, and the social entrepreneurship ecosystem in Ghana.



Primary responsibilities include:

Programs

- Participate in and support the execution and implementation of Reach for Change's overall programs in Ghana.
- Provide support to Reach for Change's social entrepreneurs, beneficiaries, finalists and applicants to grow their enterprises and contribute to social change in collaboration with the Program Manager.
- Handle administration of the projects, including Triannual reporting and collection of Impact stories etc. to the Central Program Team.
- Help develop relationships with key stakeholders and partners in Ghana to advocate for our programs, obtain their support and execute program strategy.
- In collaboration with the program manager, design and implement a search and selection process for such programs being run by Reach for Change.

Communications

- Execute the country communication plan, in partnership with the Ghana country team and global communication team,, to achieve the programs, successful partner relations and external communication goals.
- Lead and manage the Social Media channels and engagement in Ghana.
- Ensure an online presence for Reach for Change Ghana and all its collaborations.
- Participate in measuring, improving and communicating our impact.
- Lead the production of local campaigns with support from the global communications team.

Your shared team responsibilities include:

- If necessary, and under periods of intense workload; help and support the rest of the organisation to achieve team and organisational objectives.
- Contribute to efforts to share best practice, ideas and experience on successful implementation of the programs externally and across the markets.
- Continue to build the sense of 'One Reach for Change' by promoting a collaborative culture and efficient sharing of resources across all Reach for Change teams.
- Responsibility to build and retrain your own knowledge about the field of social entrepreneurship and innovation.
- Share knowledge internally across functions and markets contributing to RfC continued development as a learning organisation and externally supporting RfC strategy on thought leadership and ecosystem development.



Competencies & Skills we are looking for:

- Smart, brave, and passionate with an entrepreneurial mindset and cares deeply about improving the lives of children and youth
- Excellent organisational and administrative skills

Business & entrepreneurship skills

- Able to implement and use suitable tools and models to carry out activities and reach objectives as well as develop new tools and models.
- Knowledge of common needs and pitfalls of early stage organisations.
- Ability to prioritise during pressured time and follow through to deliver on time both in one's own work and in teams.

People & communication skills

- Excellent communication skills in English, both verbal and in writing
- Experience in creative writing for web and social media and earned media such as writing press releases will be considered an advantage
- Ability to quickly understand and use web based applications and platforms will be considered an advantage
- Ability to receive and convey information from and between different target groups.
- Good abilities in networking and interpersonal communication.
- Demonstrated ability to work sensitively with diverse people, cultures, and communities
- Ability to facilitate teamwork by guiding, influencing and synthesising and helping a group reach a conclusion.
- Inspires others toward a common vision and fosters trust and ethical behaviour.

Education & Experience

- Minimum of two years' work experience, and familiarity in Entrepreneurship or business skill development in an NGO setting.
- University degree in business, economics, public administration or a related discipline.
- Experience from project managing, leading, driving or coordinating programs.
- Demonstrated experience in successfully implementing similar programs is particularly appreciated.
- Experience from work/volunteering within the philanthropic/non-profit or business sector will be an advantage.
- Knowledge and experience of local ecosystems and political structures.
- Experienced user of Microsoft Office/Google Suite and ability to quickly understand and use web based applications and platforms.



Reach for Change recognises that creating the change we want to see around us starts with ourselves, in our own organisation. That is why it is important for us to strive to represent the change we want to see in the world. As a team, we strive to be diverse along many dimensions such as ethnicity, gender, language, age, sexual orientation, marital status, religion, beliefs, socio-economic status, physical and mental ability, thinking styles, experience, and education. We believe that the wide array of perspectives results from such diversity and promotes innovation and success. We therefore invite every candidate to bring their unique individual strengths.