



Vacancy: Communications Officer

Deadline: June 7, 2023

Time Commitment: 10 hours/week

Compensation: Due to limited financial resources, this is an unpaid volunteer position

Positions Available: 1

Location: Remote

The Communications Officer will play a crucial role in the organization holding technical specializations in tools and software, and assisting the communications teams as a whole with all projects as it pertains to PEARL. The officer should hold experience in most common marketing software, be knowledgeable with design as a whole, and be able to contribute to further establishing and strengthening PEARL's brand and image.

The Communications Officer will assist the organization with all (technical) aspects of communications. This includes but is not limited to graphic design, website design and management, video production, and overall communications strategies (email, social media, development, and advocacy). This officer will also assist all other communications officers with their more individualized tasks such as news alerts, and social media content production.

Responsibilities:

- Help maintain our website, processing updates and developing new pages as need be
- Assist with graphic design projects as they arise for various sectors of the organization
- Help lead or assist video-based communications projects, from scripting to post-production
- Play a critical role in keeping the organization up to date with the technology that will further PEARL's mission
- Play an ad-hoc technical support role for the organization as a whole and for team members, acting as a first point of contact for technical issues and queries

Skills preferred:

- Technical
 - Adobe Creative Suite (in order of relevance); Photoshop/Illustrator, Premiere, InDesign
 - Canva
 - WordPress
 - General ability to learn and utilize new technologies and software
- A strong eye for design
- Ability to synthesize complex information into concise and easily understood materials that appeal to the target audiences
- High attention to detail
- Strong communication skills for internal and external communication



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- Ability to work well in teams, particularly teams that span across multiple geographies
- Strong time management skills and ability to adhere to deadlines
- Ability to work independently

How to Apply

By 11:59pm EST on June 7, 2023, please send PDFs to careers@pearlaction.org with the subject line: [Last Name, First Name] - Communications Officer including the following:

- Cover letter
- Resume

PEARL is committed to equity, inclusion, and anti-oppression in all aspects of our work. We encourage applications from equity-seeking groups, such as women, non-conforming gender identities, members of the LGBTQIA+ community, and disabled people. Accommodations can be provided throughout the selection process as long as candidates make their needs known in advance by emailing careers@pearlaction.org with the subject line: Accommodations request - Communications Officer