



Founded in January 2014, MADE (Making A Difference Everywhere) has become a grounded youth led non-profit organization within St. Kitts. Operating on the values of **respect, love, helpfulness, selflessness and trust**, our members take extreme pride in doing what we do. The organization runs various programs tackling education, environment, social and mental issues all whilst encouraging young people to volunteer their time to help and support a special cause. One of our signature programs is our **MADE in the Spirit of Christmas** event where members journey to different communities on the island and distribute gift baskets to elderly persons.

In 2016, MADE went underwent a rebranding phase & decided to change everything, from logo design to organizational structure and strategic planning to ensure moving forward we are our best selves.

This is an exciting time for current executive members and directors as we will be planting a new seed in youth development within St. Kitts.

The Advisory Board and Executive kindly invites interested young people to apply for the following position within MADE St. Kitts:

Director of Communications

Immediate Supervisor: Executive Director

Time Commitment: 1-2 monthly executive meetings which are 2 hours maximum in length, limited unscheduled meetings as needed and occasional team events/development opportunities.

Duration: 2 year term commencing on February 13th, 2017. Directors may be released through resignation/advisement of the Advisory Board.

Selection: The selections committee will comprise of the Executive Director, current executive members and advisory members who will review all applications. Shortlisted applicants will be contacted for an interview whether references may be required and finally a selected candidate will be notified.

Payments and Benefits: All positions are voluntary, however MADE St. Kitts may cover costs for incurred expenses where needed.



Description:

The Executive Board in assistance from the Directors are the brains of the organization; they set goals and facilitate the achievement of these goals with their respective teams while contributing to the overall strategy of the organization.

Responsibilities of the Director of Communications:

- **Social Media:** Develop and create content for MADE's social media channels (Facebook, Twitter, Youtube, Instagram), monitor the effectiveness of social media campaigns and develop ideas to increase social media traffic.
- **Media Relations:** Proactively seek media coverage for major activities and programs. Plan and develop press releases and coordinate persons to participate in interviews whether print, radio or television.
- **Graphic Design:** Design and or update promotional material for MADE with assistance from relevant team members.
- **Communications Planning:** Actively seek out for social media strategies utilized by other non-profit organizations locally, regionally and internationally.
- **Presentations:** Work with appropriate members to develop presentations in the even the organization has to present at workshop or any other type of function.
- **Networking:** Attend networking events to keep MADE St. Kitts relevant within the respective industries.

Skills and Experience Required:

1. Preferably pursuing/planning to pursue a post-secondary education in a discipline relevant to communications, marketing, journalism, public relations or business.
2. Demonstrated social media experience.
3. Adobe experience is needed but not required.



4. Ability and knowledge with Microsoft Office Suite (Word, Excel Powerpoint)
5. Excellent communication skills, verbal and written.
6. Exceptional organizational and time management skills; ability to meet deadlines, multi task & work independently.
7. A commitment to working cooperatively in a non-profit environment with fellow team members, volunteers and the public.

Application Requirements:

If you have an interest in applying for this position:

1. Must be a citizen of St. Kitts.
2. Must be between the ages of 17 – 25.
3. Submit a cover letter and resume with **your name** and **Director of Communications** in the subject line or the email.
4. Send your cover letter, resume to info@madestkitts.org by **January 31st, 2017**. All applicants will be notified regarding the status of their application by **10th February, 2017**.