



# WE'RE HIRING!



## COMMUNICATIONS AND OUTREACH OFFICER

Full-Time (on-site)

We are looking for a Communications and Outreach Officer to lead our communication efforts across digital platforms, manage stakeholder engagement, and support sponsorship outreach. This role involves active communication management via social media, email, WhatsApp, and LinkedIn, along with creating sponsorship proposals, maintaining databases, and scheduling meetings. The ideal candidate is a proactive communicator with strong organizational skills and a passion for building lasting connections.

### KEY RESPONSIBILITIES

#### Digital Communication & Engagement

Manage and grow the organization's social media platforms (Instagram, Facebook, LinkedIn, X, etc.)

Respond promptly and professionally to DMs, comments, and public queries on social media

Handle real-time queries via WhatsApp, maintaining a courteous and helpful tone

Schedule, and publish engaging content on social media

Track engagement metrics and suggest optimization strategies

#### Client & Stakeholder Communication

Respond to incoming emails and ensure timely follow-ups

Maintain professional communication with clients, partners, and stakeholders

Schedule and coordinate meetings with internal teams, sponsors, and external stakeholders

Maintain communication logs and calendars for ongoing correspondence

## KEY RESPONSIBILITIES

### Outreach & Sponsorship

Create compelling sponsorship proposals tailored to potential partners

Research and reach out to companies and brands for sponsorships and collaborations

Conduct targeted outreach via LinkedIn and email

### Database & Coordination

Maintain updated databases of sponsors, clients, collaborators, and outreach contacts

Ensure all communication and outreach data is accurately logged and easily retrievable

## REQUIREMENTS

Bachelor's degree in Communications, Public Relations, Marketing, Media or a related field.

Proven experience of 1+ years in digital communication, social media management, and outreach

Strong writing and interpersonal communication skills

Ability to multitask, manage deadlines, and maintain high attention to detail

Comfortable scheduling meetings across different time zones and platforms (e.g., Zoom, Google Meet, Calendly)

## PREFERRED SKILLS

Familiarity with LinkedIn lead generation tools and strategies

Basic graphic design or content creation skills (e.g., Canva)

## TO APPLY

Please send your CV, and a brief cover letter to [letswork@brhythmcreatives.com](mailto:letswork@brhythmcreatives.com).