



## 40 DAYS OVER 40 SMILES FOUNDATION

### VOLUNTEER POSITION

**Department:** Communication and Marketing

**Title:** Associate Head of Department

**Reports to:** Head of the Communication and Marketing Department

**Vacancies Available:** 2

**Location:** Kampala, Uganda

**Please note that this is entirely a volunteer position. There is no remuneration associated with it.**

#### **Position Overview:**

The Communications Associate serves as a deputy to the Head of Communications & Marketing, supporting day-to-day department activities. This role helps ensure smooth operations and timely delivery of communication initiatives.

#### **Key Responsibilities**

- Support the Head of Communications & Marketing in planning and executing communication strategies
- Assist with content creation for social media, email, website, and marketing materials
- Help coordinate department meetings, campaigns, events, and promotional activities
- Draft and edit basic communication materials, newsletters, and reports
- Track communication activities and support scheduling and deadlines
- Act as a point of support when the Head of Communications & Marketing is unavailable
- Ensure messaging aligns with the foundation's mission and brand voice

#### **Skills required**

- Strong written and verbal communication skills
- Interest in communications, marketing, or nonprofit work
- Organised, dependable, and detail-oriented
- Ability to multitask and delegate
- Comfortable working collaboratively and independently
- Proactivity and patience
- Creativity and innovativeness, with the ability to generate fresh ideas