**Coordinator of JESAM**

**Communications Infrastructure**

**Position Description**

*The JESAM (Jesuits of Africa and Madagascar) Coordinator of Communications would oversee the electronic communications needs of JESAM and the ministries of the 10 Provinces and Regions of Africa and Madagascar and design appropriate web infrastructures for networking and collaboration.*

**Key Responsibilities**

1. Working with the JESAM Development Office to complete a JESAM Communications strategic plan for the next 5 years.
2. Assess existing website for JESAM and propose a new outline and structure to address the following needs:
3. JEAM website would be primarily targeted to benefactors
4. Secondly, the website would serve as an informational resource for Jesuits and our partners in ministry
5. Construct, graphically design and administer content (limited writing) for new website for communication with publics concerning these ministries:
* 5 formation Centres
* 31 high schools
* 7 social ministry centers
* All primary schools – approximately 50
* Links to our 80 parishes
* AJAN and JRS Connections
* Historical Institute
1. Communicate with these ministries and maintain donor and friends data base of all funding sources that support the respective ministry
2. Redesign current Province/Region catalogs into one (French/English) directory for the Conference. Catalog would initially be available online but could be published once funding was found.
3. Structure capacity for on line donations
4. Structure site for social media
5. Offer a one day conference at one location (May 2014; Abidjan, Ivory Coast) for all development officers in 10 provinces and regions on use of a common donor data base which tracks donor and foundation relations. Share on advantages and disadvantages of a “collective” website

**Skills and Attitudes required**

1. Website architecture, graphic design, content management
2. (Donor) Data base management systems
3. Organized
4. Self-starter; little supervision
5. Excellent English skills; ability to read and communicate in French

**Start up**

November 1st, 2013

**Supervision**

Fr. Dave Ayotte, JESAM Development Director;

Fr. Michael Lewis, President of JESAM

**Salary**

Negotiable

**Concerns**

1. Lodging – current office space in Africama House, Nairobi is very limited - would the person be open to work out of their residence?
2. This newly created position would be a transitional one before the hiring of a local (African) director for communications at a newly created Africama Center (2 years from now) that is being built. The transitional role is meant to create an electronic infrastructure that could be maintained by an administrative secretary in the future. The future communications director would focus more strongly on events planning, on-going communications with donors and friends and integrating these efforts with the overall JESAM strategic apostolic plan and development plan.
3. The Communications Coordinator is not an IT person in the sense of repairing computers and making sure offices have internet access.

Draft 2: September 2013