Recruitment – Media and Communications Team

Job Title: Media Coordinator(s)
Start Date: September 2019
Summit date: April 2020
Application deadline: **20th August 2019**
Remuneration: Voluntary

*** Applicants must be currently enrolled in LSE ***

About the LSE Africa Summit
The LSE Africa Summit is a two-day Conference focused on addressing the salient issues facing the African continent. The LSE Africa Summit brings together political, research and business leaders – those pushing Africa to the forefront of the global agenda – to engage with the pertinent themes of health, education, business and governance on the continent.

About the role

As a media coordinator, you would work closely with and report to the head of media in executing the media strategy. This role requires writing, designing and ability to conceptualise communication hacks that are targeted to raise the profile of the summit and attract attendance on marketing platforms such as social media and newsletters. As the day of the summit draws closer, you will be actively involved in the production of the summit brochure as well as the summit's promotional material.

Key Responsibilities

- Generally, implement the communication strategy as communicated with and by the Media Director
- Update the social media pages of the summit (Twitter, LinkedIn, Facebook, Instagram)
- Take minutes of all team meetings and share the meetings with the team members
- Manage the knowledge and document preservation such as organising the summit's Google Drive, storing magazine designs among others
- Sending email newsletters and marketing
- Drafting press releases to media in the continent and the UK
- Responding to queries from clients on email and social media.
- Collaborate with the speakers' and business development team to publicise profiles of the speakers and sponsors
- Follow up with the designers to ensure deadlines are met for magazines, and other promotional accessories (branded pens, name tags, lanyards)

Key Abilities of Applicant

- Creative with basic to intermediate skills to use online graphic design tools such as Canva
- Enthusiastic about communications about Africa and its development

- Familiar with social media scheduling apps such as Hootsuite, Tweetdeck
- Excellent time management and organisation skills
- Excellent communication skills
- Team player
- Flexible and ability to think on one's feet

Why should you apply?

- Be part of an engaged and ambitious team
- Develop your event planning and project management skills
- Develop your leadership and communication skills
- Network opportunities within the LSE and beyond
- You will also have the opportunity to engage with pioneering business and/or research personalities working in and on Africa

Please submit your CV and a short cover email outlining your suitability for the Summit and the role to africasummit.speakers@lse.ac.uk by **20th August 2019**.

Thank you for your interest. We look forward to hearing from you!

NB: We would like to stress that this is a demanding role and whoever is applying for this must be committed and dedicated to the summit and the workload attached to this role. As we are all students and have our academics to focus on, it is important that the candidate is aware of the time demand for this role and must be able to effectively manage his/her time so that neither the summit nor academics negatively impact on the other.