

DelftMaMa Job Description: Communications Coordinator

Job Title: Communications coordinator, (currently) un-paid

Job Id: DMM0082016

Job Location: Delft, and surrounding area

Full / Part Time: Part-Time

Regular / Temporary: Regular

Closing Date: Rolling applications accepted

About DelftMaMa

Delft MaMa stands for Delft Maternity And Motherhood Assistance. It is a non-profit organization promoting the well-being and integration of international mothers-to-be and mothers of young children (0-12 years old) in and around Delft, The Netherlands.

Delft MaMa is an organization for international families in Delft and the surrounding areas that has coordinated **over a decade** worth of events, workshops, playgroups, and meet-ups in Delft. **Founded in 2007**, Delft MaMa reaches thousands and offers information, support, community and events through a strong and constantly evolving network of kind, devoted and active members who are working toward inclusion and want to make Delft their own and their families' new home.

There is huge opportunity for this organization to grow, and we are seeking passionate and energetic people to join our team and grow with us.

Position Summary

We are looking for someone who is dedicated to creating an engaging and effective communication strategy for DelftMaMa. This person will work closely with the Delft MaMa Board to reach internationals living in the Netherlands with information both relevant and engaging.

In this role, you will draft and implement a revised communications strategy for Delft MaMa. You will maintain and improve liaison between communications teams (newsletter, blog, webteam, social media) and manage internal (google) and external (website)

calendars. You will provide high quality support for Delft MaMa's social media portals, including a private Facebook group with over 1800 members and a Facebook page with over 1300 likes, as well as LinkedIn and Instagram. Alongside our website team and blog editors, you will help enlarge the audience of our bi-monthly blog and tailor the communications portal of our website. You will also have the chance to work with our newsletter team and their creation of our bi-monthly newsletter. Given our growing profile, you will also look for new channels to maximize Delft Mama's exposure and branding.

Job Duties & Responsibilities

- Develop and implement an improved communications strategy for Delft MaMa
- Work closely with the members of the Board and the teams to ensure the communication strategy mirrors the vision of DelftMaMa
- Review Delft MaMa's social media presence and improve our positioning on these platforms (Facebook, Instagram, LinkedIn)
- Be responsible for undertaking outreach to new audiences and increasing awareness of Delft MaMa in the local and international communications
- Assist volunteers in the DelftMaMa to communicate events and spread the word in the media on our activities.
- Report directly to the DelftMaMa ChairWoman, with the possibility to join the Board after one-month trial period

Requirements

- You are respectful and possess cultural awareness and sensitivity. You are moreover compassionate, enthusiastic, proactive and pragmatic, and capable of problem solving with diplomacy
- You have good interpersonal and organisational skills/planning skills along with great communication skills (both in writing and verbal)
- Ideally, you have experience in communications over a variety of formats, especially for non-profits
- You are a savvy user of social media
- Knowledge of basic design and/or video production and edition are assets

So what's in it for me?

Although there's currently no financial benefit associated with the position, there are some tangible benefits:

- Skill up in communications and international organizations.
- Become a central source of advice for best practice in non-profit communications development.

- You're empowered to make decisions about how our communications strategy is developed – which gives you both influence and responsibility.
- We support putting this volunteer position on your LinkedIn profile, and you will get an excellent recommendation after a 3-month trial period.

Thank you for your application. Please email your CV and cover letter to hr@delftmama.nl.

