



Yayasan Internasional  
Cahaya Fajar  
LIGHT OF DAWN INTERNATIONAL

Roshan

## VACANCY ANNOUNCEMENT

### YICF/Roshan Communications Assistant/Associate

Apply by Monday, April 15, 2024  
recruitment@yicf.org

#### Summary

We are looking for a resourceful individual with a “self-starter” attitude and a keen ability to work within a team, manage multiple projects, and adhere closely to timelines/deadlines to join our team as the Communications (Comm) Assistant/Associate.

This role will be an essential member of YICF/Roshan to assist and execute projects and processes in the areas of communications, donor engagement, partnership development, and others as assigned.

#### Primary Responsibilities

- Project coordination, especially on mass email, fundraising events and activities, and other communications activities
- Assist in content creation and development of communication materials for internal and external use
- Contribute to social media and online content management activities
- Provide administrative support, including managing various contact lists and data used for communications, fundraising, and organizational development

#### Knowledge, Skills, and Ability Requirements

- Willingness to serve and work closely with the supervisor, learning to anticipate needs, and being open to learning new concepts, methods, and skills.
- Ability to manage time, work independently, and set priorities for multiple projects, and function well under the pressure of deadlines.
- Fluent in writing and speaking in English professionally; ability to develop thoughtful, articulate content for diverse audiences.
- Resourceful and teachable.
- Working knowledge of Google Workspace preferred.
- Solid familiarity with social media and other web-based platforms.
- Other preferred skills:
  - Knowledge of photo editing and design software
  - Familiarity with content management systems (CMS)
  - Beginner or intermediate level graphic design experience
- Access to a stable and regular internet connection to work from home is required.

## Qualifications

- A college or university degree is required
- Working knowledge and experience in communications related field preferred
- Must affirm YICF organization's missions, vision, and values

## Contract Terms and Benefits

- Full-time paid position (40 hours per week); Monday-Friday
  - Open for an individual who can start part-time work
- Flexible work location (work from home) - in-person presence required for certain number of days in a week
- Initial 6 months contract (renewable) – **expected start date: immediately**
- Reports to the YICF Director of Communications & Organizational Development

To inquire/apply, please e-mail [recruitment@yicf.org](mailto:recruitment@yicf.org). Please include a CV/Resume and Cover Letter.

## About YICF

YICF (Yayasan Internasional Cahaya Fajar) is a non-profit organization established and rooted in Jakarta, Indonesia with a global network. Our vision is to see “cities where **all** people flourish and multiply good works”, and our mission is “to help people experience and share the joy of learning, the dignity of vocation, and strength through community.” Currently, YICF works with refugees through its program, Roshan Learning Center ([roshanlearning.org](http://roshanlearning.org)). For more information, go to [yicf.org](http://yicf.org).