

# Job Description

## Officer, Global Communications

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The Hunger Project (THP) is a global non-profit organization with a vision of a world without hunger. We facilitate individual and collective action to transform the systems of inequity that create hunger and cause it to persist. We operate in 22 countries with 300+ staff and have mobilized over 500,000 volunteer leaders worldwide. Our programs throughout Africa, South Asia and Latin America are based on an innovative, holistic approach, which empowers women and men living in rural villages to become the agents of their own development and make sustainable progress in overcoming hunger and poverty.

Current Hunger Project office locations include:

**USA:** Global Office in New York City and multiple home offices

**13 Program Countries:** Bangladesh, Benin, Burkina Faso, Ethiopia, Ghana, India, Malawi, Mexico, Mozambique, Peru, Senegal, Uganda, Zambia

**8 Partner Countries:** Australia, Canada, Germany, Netherlands, New Zealand, Sweden, Switzerland, United Kingdom

## Position Summary

The Officer, Global Communications plays a key role in bringing our mission to life through powerful storytelling and strategic communications. As part of the Global Communications team, this role helps shape and implement creative communications strategies that elevate our voice, amplify our impact and connect global audiences to the movement to create a world without hunger.

Working collaboratively across communications, program and fundraising teams around the world, the Global Communications Officer transforms complex ideas and programmatic experiences into compelling narratives that are clear, accurate and inspiring. This role is ideal for someone who thrives in a dynamic environment, eager to jump into new projects, experiment with ideas and contribute creatively across platforms and formats.

This position equips colleagues around the world with the tools and stories needed to expand influence, strengthen thought leadership and mobilize a global community of partners, supporters and investors. The ideal candidate is a curious and agile communicator with exceptional writing skills, sharp critical thinking and a passion for storytelling in the global development space.

This full-time position is based out of THP's Global Office in New York City. The role reports to the Director, Global Communications and External Affairs.

## Essential Functions

**Content and Collateral Generation.** Uphold a strong and unified global brand by developing compelling, consistent and cohesive stories and branded materials.

- Work closely with Program teams to collect and narrativize content about program activities, organizational strategy and influence strategy into compelling communications pieces for use across our global platforms, including the website and social media accounts, and a shared resource for teams around the world
- Create engaging materials focused on programs for global use, such as fact sheets, impact reports, videos and other digital collateral
- Support participation in international days of significance, UN events and other advocacy campaigns to enhance organizational reputation as a thought leader
- Monitor and uphold the organization's brand through collateral review, onboarding new staff and other opportunities to reinforce our brand voice and style guide
- Partner with communications teams worldwide in facilitating innovative opportunities to showcase THP's messages and work

**Social Media and Web.** Improve and enhance our visibility, engagement and community growth digitally.

- In partnership with the US Marketing team, implement communication strategies across online platforms to amplify the organization's reach
- Create compelling social and website content that showcases the organization's mission, vision and programmatic impact, particularly via our grants and institutional partnerships
- Proactively seek online partnerships with a focus on amplifying the impact of the organization
- Lead the creation and dissemination of a global content calendar to support our unified voice
- In partnership with US Marketing, analyze performance data across digital platforms, developing insightful reports to inform future strategies. Ensure a high level of consistency in branding across all platforms and leverage data-driven insights for continuous improvement
- Respond to internal website content needs, including but not limited to uploading reports, job postings, policies, etc.
- Stay up-to-date on industry trends and innovations, utilizing this knowledge to inform future strategies, identify gaps and opportunities and integrate emerging trends into the organization's digital initiatives

**Communications Capacity Development & Resource Management.** Enhance the organization's global capacity for communications by supporting resource and system management.

- Take a leadership role in cross-team collaboration spaces, fostering robust relationships across countries and departments; proactively engage in collaborative efforts, sharing

learnings, developmental insights and best practices to align activities with overarching strategic goals

- Act as a key thought partner for Program Country communications staff to support the execution of local communications strategies
- Support the creation and implementation of systems and processes for the efficient management of global communication resources, encompassing a diverse range of media assets such as photos, videos and stories; ensure accessibility, usability and seamless integration with organizational workflows; oversee the maintenance and support the continuous improvement of these spaces to meet evolving strategic needs
- Provide comprehensive training and support to global staff, facilitating proficiency in resource management and utilization; cultivate a culture of knowledge-sharing and collaboration to enhance the overall efficiency of global communication processes.

### **General Communications Support**

- Manage departmental interns to support their work and ensure their success
- Write/edit/proofread internal and external communications, such as fact sheets, executive update emails, program summaries and other collateral
- Participate in a collegial office environment, including helping with office-wide initiatives outside of your own job area
- Represent THP at external events and meetings
- Other duties as assigned.

## **Qualifications**

### **1. Education:**

- Preferred: Bachelor's degree in fields relating to communication or marketing, or international relations/development/gender studies complemented by work experience.

### **2. Work Experience:**

- Minimum preferred: 5 years in a similar role
- Experience in a fast-paced environment, working with a small team and dynamic priorities
- Preferred: Global setting with hybrid or remote team structure

### **3. Specialized Knowledge Needed for Job Performance**

- Comfort with WordPress Content Management and Canva required;
- Video and photo editing proficiency preferred;
- Comfort with social media platforms, including LinkedIn, Instagram and Facebook;
- Proficiency with Google Suite and tools

#### 4. Skills

- Strong teamwork and collaboration skills; ability to work with colleagues and partners nationally and internationally
- Sound judgment, able to troubleshoot problems, come up with creative solutions, while also identifying issues which need to be escalated
- Ability to adapt and work in a flexible and evolving environment
- Outstanding non-academic writing and proofreading skills, with an unwavering attention to detail
- Creative and curious communicator; ability to develop fresh ideas and collaborate across teams to create engaging content
- Resourceful self-starter with project management skills and ability to independently multitask and prioritize
- High level of comfort with new technologies and ability to quickly learn new tools

#### 5. Additional Comments

- Professional-level French, Spanish or Portuguese language skills are a plus
- Willingness to occasionally work in varying schedules to accommodate global colleagues, as necessary
- Ability to travel domestically and internationally, as necessary (1-2 times per year)
- Commitment to THP's values, including an understanding of and compatibility with our principles and philosophy. The successful candidate will be working with a team who loves what they are doing and feels it is a privilege to be working in service of this mission.

## Benefit Highlights

The salary range for this position is \$60,000–\$85,000. The Hunger Project is pleased to offer a competitive compensation and benefits package, which includes a cafeteria plan that allows employees to choose from a variety of pre-tax benefits that may include, but are not limited to health, dental and vision, a retirement savings plan with employer match and contributions, personal time off that increases with tenure, holidays, sick leave, flexible work arrangements, an Employee Assistance Program, life and disability insurance, and paid family leave.

## How to Apply

Ready to bring your skills, strategic mindset and heart for service to a global mission? We'd love to hear from you. Please send your letter of interest, resume, writing sample and references for consideration to [recruitment@thp.org](mailto:recruitment@thp.org). Please include "**Officer, Global Communications**" in the subject line of your email.

Join a passionate, purpose-driven team working to create a world without hunger—and a workplace rooted in dignity, connection and impact.