

## Request for Proposals

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### Communications Support Consultant

The International Center for Not-for-Profit Law (ICNL) is seeking a communications consultant to assist with ICNL's digital platforms, document production, and provide general communications support. ICNL works with governments, civil society organizations, and the international community in more than 100 countries to protect and promote civic space. Work will be performed remotely, though the candidate must be based in the US.

#### Scope of Work

The consultant will work with ICNL's communications manager by performing ongoing project-based work to maintain and improve ICNL's digital assets, primarily our social media platforms and main website: [www.icnl.org](http://www.icnl.org). Additionally, they will assist with digital analytics, basic formatting, and document production. The Consultant will focus on the following areas, as well as other relevant tasks as needed:

- Help develop content and graphics for ICNL's social media platforms ([Facebook](#) and [Twitter](#)), as well as maintain posting schedule.
- Help maintain the ICNL website through updating pages with new content and formatting; testing and applying updated features across the site as needed.
- Format and input digital content updates and create new digital assets (such as blog posts, issue/regional pages, resource posts, graphics, etc.).
- Help maintain and update key contact lists and prepare email drafts and templates in MailChimp.
- Support the production and formatting of various communications products, including publications and presentations.

#### Qualifications and Evaluation Criteria

ICNL is seeking candidates that:

1. Have experience maintaining organizational Twitter and Facebook accounts.

2. Have experience creating materials for a range of audiences and be proficient in written and digital communications. Fluency in Arabic, French, Russian, or Spanish is a plus.
3. Have experience working in WordPress, Microsoft Office (Outlook, Word, Excel, and PowerPoint), and MailChimp.
4. Experience in Canva, Adobe Acrobat, Photoshop, and InDesign are preferred.
5. Have strong organizational skills and the ability to perform and prioritize multiple tasks, while maintaining attention to detail.
6. Demonstrated proactive approaches to problem-solving.
7. Demonstrated ability to anticipate next steps, take initiative, exercise discretion, and apply sound judgment.
8. Must have reliable internet.

## Requirements

In order to be considered for selection, candidates should share:

1. A Curriculum Vitae or resume;
2. A cover letter or cover page summarizing why and how they are a good fit for the role;
3. A list of at least two (2) references with name of organization, job title, email addresses and phone numbers. References should be for organizations for which the consultant has provided services in the last two years.
4. Hourly rate and weekly availability.

## Timeline

Proposals should be submitted via email to [jobs@icnl.org](mailto:jobs@icnl.org) with the subject line Communications Consultant by **January 7, 2022** Applications may be considered on a rolling basis.