

Request for Proposals

Communications Support Consultant

The International Center for Not-for-Profit Law (ICNL) is seeking a communications support consultant to assist with ICNL's digital platforms, document production, and provide general communications support. The consultancy will be up to 20 hours per week and will run from date of hire through December 31, 2022, with the possibility of extending. 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 website: 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 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 updating content and maintaining organizational websites.
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), Google Analytics, and MailChimp.
4. Have strong organizational skills and the ability to perform and prioritize multiple tasks, while maintaining attention to detail.
5. Demonstrated proactive approaches to problem-solving.
6. Experience in Canva, Adobe Acrobat, Photoshop, and InDesign is a plus.

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.
5. Must have reliable internet and be based in the US.

Timeline

Proposals should be submitted via email to jobs@icnl.org with the subject line Communications Consultant by **June 24, 2022** Applications may be considered on a rolling basis.

About ICNL

The International Center for Not-for-Profit Law (ICNL) works with governments, civil society organizations, and the international community in more than 100 countries to improve the legal environment for civil society around the world. Learn more about our work and browse our resources at www.icnl.org.