

FRANCOPHONE WEST AFRICA COMMUNICATIONS ASSISTANT

SNAPSHOT

Title: Francophone West Africa Communications Assistant

Scope: Working directly with the Continental and Regional Offices of The Timothy Initiative

Reports to: West Africa Communications Manager

Hours: Monday-Friday, 08:00-16:30; weekends should be expected

Location: Lomé, Togo

JOB SUMMARY

The communications assistant will be part of a team responsible for telling TTI's stories from across Francophone West Africa to the world. By processing stories, data, the communications assistant will contribute to partner-facing and field-facing communications.

SPIRITUAL LIFE

- This position requires spending quality time with God. An intimate relationship with Jesus Christ and a desire to see God's Kingdom expand is needed.
- You must be able to take care of your family. Ensure that you are in the right relationship with your spouse/children/siblings/parents.
- Take ownership of advancing TTI's mission and vision.
- Prayer for this partnership, including the ministries, churches, and partners involved, is central in everything you do.
- You must identify and be accountable to at least one other person every week.

JOB DESCRIPTION

GENERAL REQUIREMENTS

- Diploma/Degree in relevant field.
- Working knowledge of Microsoft Office applications, and familiarity with collaborative platforms such as Slack, Microsoft Teams, and Google Workspace.
- Strong cross-cultural and cross-generational communication skills.
- Demonstrable experience in storytelling and report writing.
- Fluency in both spoken and written French and English.
- Strong ability to identify compelling stories, develop them, and prepare them for various uses.
- Strong ability to resolve a problem and determine the best course of action without constant oversight.
- Keen attention to detail and meticulous record-keeping is mandatory.



- Capable of working effectively under pressure.
- Capable of leading and coordinating people in a cross-cultural setting.
- Agreement with and commitment to TTI's core values.
- Compliance with TTI's requirements, policies, and accountability standards.
- Ability and willingness to travel occasionally.

DUTIES AND RESPONSIBILITIES

- Contribute to the development, implementation and continual improvement of communications systems and strategies.
- Manage work schedules on a weekly, monthly, and quarterly basis to support project phases.
- Identify, collect and/or select, verify, thoroughly develop, and craft Francophone West Africa stories
- Develop an understanding of how TTI works to ensure accurate, consistent, and reliable reporting.
- Prompt and thorough responses to correspondence.
- Contribute to the management of the story catalogue.
- Assist in the development of communications content that serves the field, staff, and partners.

