

Sahiyo U.S. Communication Assistant Job Description

[Sahiyo](#), an award-winning, transnational organization, is dedicated to empowering Asian communities to end female genital cutting (FGC) and create positive social change through dialogue, education, and collaboration based on community involvement. By working towards an FGC-free world, we aim to recognize and emphasize the values of consent and a child's/woman's right over her own body. We strive to enable a culture in which female sexuality is not feared or suppressed but embraced as normal. For more, read about [Sahiyo's storytelling](#) and [our history](#).

We are fiscally sponsored by [Empowerment WORKS \(EW\)](#), which is a U.S.-based civic and social change organization advancing a whole-system approach to a sustainable world. EW partners with nonprofit organizations and shares knowledge and best practices to accelerate change through their network, Partners in Empowerment.

Location: Remote

Duration: 12 months

Position Description:

As a Communications Assistant, you'll play an important role in supporting the Communications Coordinator with content creation to amplify our mission, such as blogs and social media posts. In this role, you should be an excellent communicator with strong attention to detail and an ability to create a healthy dynamic and move projects forward through management, while supporting interns and team members.

This is a remote, part-time position for someone who can primarily support U.S. programming. The Communication Assistant can be located anywhere within the U.S. but must be comfortable with working independently and remotely. **This position requires 10 hours per week with a \$20.00 pay rate.**

Responsibilities & Duties:

- Draft and edit communications materials
- Provide administrative support to programs and internal teams
- Assist with creating and posting social media content
- Monitor, track, and report engagement with social platforms.
- Assist in maintaining Sahiyo's website
- Support coordination of Sahiyo programs and events as needed

Requirements:

- Experience with communications, marketing, or related field
- Understanding of media relations and digital media strategies

- Understanding of social media platforms, including but not limited to Instagram, Twitter, Facebook, LinkedIn, YouTube, and TikTok
- Experience with basic design software such as Canva
- Proficient in Google Workspace (Gmail, Drive, Docs, Sheets, Calendar, Slides, Meet, etc)
- Excellent communication abilities (oral and written)
- Solid editing and research skills
- Proven skills in supporting team members, and communicating regularly via WhatsApp and other platforms
- Ability to multitask on different projects
- Strong attention to detail
- Organizational skills

Desired Qualities:

- Experience working in the field of gender violence, FGM/C, or related field.
- Experience working with a variety of different cultures and communities
- Sex-positive attitude and progressive values aligned with Sahiyo ethos

To Apply:

Please send a resume and cover letter to kristel@sahiyo.org, if applicable, include links to portfolios, social media accounts, or campaigns you've proudly contributed to. The email subject line should state "Application: Communications Assistant."