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## Terms of Reference for Media Assistant

StreetNet International is a global organization of committed informal traders, with the goal to promote and leverage an autonomous and democratic alliance of street vendors, hawkers, and cross-border traders in over 50 countries. We are currently looking for a Media Assistant to [join our team](#) and strengthen our communication work, on a remote part-time basis. The Media Assistant will be working under the supervision of the Media Officer and Communications Coordinator. The tasks are the following:

### 1. Social Media and Content Management

- Assist with managing social media and messaging apps (Facebook, Twitter and WhatsApp)
- Assist in managing [StreetNet's multilingual website](#)
- Contribute to new content for website and social media (e.g. articles, interviews, infographics)
- Co-create social media graphics (preferably using [Canva](#)) and other visual materials
- Assist in drafting newsletters/E-Letters and keeping an updated database of contacts

### 2. Technical support

- Assist with managing multilingual Zoom meetings and live events
- Providing technical support to members of the organization when needed

### Requirements

- **Fluent in English and another official StreetNet language: Russian (highly valued), French and/ or Spanish**
- Excellent writing skills in English
- Experience managing content of Wordpress websites
- Experience using email marketing platforms, especially Mailchimp
- Experience designing visuals using Canva and/or another image or video editing software (e.g. Adobe Suite)
- Experience with digital communication (especially social media) for activist or community-based organizations

It is recommended that the applicant has a good understanding of informal economy, labour movement and collective struggle power including among informal economy workers' organizations.

A successful applicant is expected to start the job at the end of November 2021.

Applicants are encouraged to **send their CV and cover letter to [media@streetnet.org.za](mailto:media@streetnet.org.za) until November 19th, 2021.**

Any examples of previous work are welcomed!

#### **International Council members**

Lorraine Sibanda (Zimbabwe) (President), Alberto Santana (Dominican Republic) (Vice President), Jamaladdin Ismayilov (Azerbaijan) (Secretary), Annie Diouf (Senegal) (Treasurer), Comfort Doryen (Liberia), Jeannette Nyiramasengesho (Rwanda), Gabriela Calandria (Uruguay), Chet Sapkota (Nepal), Angelique Katani Kipulu (Democratic Republic of Congo), Afavi Anastasie Chodaton (Benin), Ken Williams Mhango (Malawi), Aaron Aiah Boima (Sierra Leone), Yaskevich Iryna (Belarus), Jose Herminio Diaz (El Salvador), Kadiatou Barry (Guinee).