

Volunteering Opportunity

Content editor, digital media producer

1. Position Summary

A content editor, digital media producer, is responsible for creating, editing, and managing digital content across ACB's Facebook, Instagram, & X (Twitter) platforms.

2. Key Responsibilities

- Social Media Management:
 - Develop a consistent posting schedule for platforms including Facebook, Instagram, and X. (Twitter).
 - Monitor community engagement and respond to comments/messages with an authentic brand voice.
- Multimedia Production:
 - Design visual assets using Canva or Adobe Express tools
 - Edit short-form video content (Reels/TikToks) to showcase on-the-ground efforts effectively.

3. Required Skills & Qualifications

Skill Area	Requirements
Writing	Exceptional storytelling skills with the ability to adapt tone for diverse global audiences.
Technical	Proficiency in CMS platforms (WordPress) and Social Media Management tools.
Visual	Competency in basic graphic design and video editing (highly desirable).
Languages	Professional fluency in English & Kirundi (required), and French.



4. Employment Details & Application

- Application Deadline: 15 March 2026
- Application to be submitted via WhatsApp No: +61435974827 or via email: info@acb.org.au

5. Application Checklist (Dépôt de la candidature)

Please ensure your physical application includes the following:

1. Cover Letter: Highlighting your storytelling experience and language proficiency.
2. Updated CV: Detailing your technical expertise in social media.
3. Portfolio: Samples of written blogs, graphic designs, or edited video content.
4. Certifications: Copies of relevant academic or professional documents.