

JOB POSTING – Communications Assistant, Roshan Rastay 2.0

Organization:	Right To Play Pakistan
Department/Division:	Communications
Reports to:	Communications Officer
Work Location:	Islamabad, Pakistan
Work Arrangement:	Full-time – Onsite Job
Authorized to work in:	Pakistan (Eligible to work legally without work visa sponsorship)
Target Hiring Salary:	PKR 86,651 per month (before taxes)
Target Start Date:	As soon as possible
Contract Duration:	Full-time, 1-year contract with possibility of renewal based on performance and availability of funding
Application Closing Date:	January 12, 2025 23:59 PKT

ABOUT US:

We reach millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our global offices in Toronto, Canada; London, UK and seven national offices across Europe and North America.

OUR CULTURE:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

ROLE SUMMARY:

The Communications Assistant, reporting directly to the Communications Officer will be responsible for supporting strategies that increase RTP's visibility to diverse global audiences, expanding digital information sharing capacity, and strengthening internal communication systems. She/He will also contribute to the design, development and dissemination of high-quality tools and materials, ensuring style and branding compliance, backstopping RTP's media relations and conference participation, and supporting RTP's social media platforms. Other tasks, such as written support to proposals for funding projects or yearly reports to existing funders, may



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be assigned based upon organizational need and/or the individual's own strengths or interest.

WHAT YOU'LL DO:

#1: Digital Engagement (30% of Time):

- Support Communications Team in creating, editing and posting creative content on RTP's Twitter, Instagram, Facebook, YouTube and LinkedIn platforms using technical content and program updates.
- Support Communications Team in repurpose and creating fresh content for quarterly newsletters and other direct communication.
- Support Communications Team in maintaining a collection of photos, graphics, icons, infographics, data-bites video clips to use in various digital content.
- Regularly monitor website and social media metrics and analyze monthly.
- Maintain digital database and support the physical library of RTP tools and resources.
- Expand digital dissemination outlets for information sharing such as websites, webinars, social media, videos, data visualizations, infographics, emails listservs, etc.

#2: Visual Design & Product Development (40% of Time):

- Offer support to all teams in designing and editing materials for a range of audiences and contexts, including research and meeting reports, case studies, briefs, toolkits, peer-reviewed articles, training curricula.
- Support all staff with presentation design and critical eye for data visualization communication.
- Ensure branding and style compliance and represent Communication Team policies and guidelines across all materials.
- Offer administrative support to the Communications Team in tracking products and materials according to deadlines.
- Coordinate or assist in communication related trainings or events for staff or partners.
- Work with program and field team to gather and create compelling content.

#3: Event Planning and Administrative Support (15% of Time):

- Assist in planning and executing events with creative themes and ideas, including workshops, playdays etc.
- Maintain organizational event calendar.
- Provide administrative support to the communications team, including managing email correspondence, scheduling meetings, and maintaining organizational records.

#4: Media Relations (10% of Time):

- Work with the Communications Team to develop and implement global media strategies that advance RTP's visibility.
- Coordinate responses to incoming media inquiries, review of press releases, and monitor relevant news coverage.



#5: Other Tasks as Assigned (5% of Time)

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in communications, marketing, international relations/development, or a related field.
- Background in communications, media relations, and/or knowledge management preferred.

EXPERIENCE:

- 2-3 years' experience of working as a communications professional for a non-profit, for-profit, or government agency; or related professional experience.
- Use of social media dashboards/management tools (Hootsuite) and social/web analytics software (Google Analytics) and experience translating it.
- Experience with Adobe Creative Suite (InDesign, Illustrator, Photoshop) and Canva; presentation design and visual communications collateral creation a plus.
- Experience in e-newsletter handling (Mailchimp).

COMPETENCIES/PERSONAL ATTRIBUTES:

- Ability to work independently and as part of a team.
- A passion for storytelling and a keen eye for detail.
- Creative problem-solver with an eye for good design; on the cutting edge of emerging media trends and technologies.
- Strong writing and copy editing skills; ability to communicate clearly and effectively.
- Sensitivity to cultural differences and understanding of political and ethical issues in assigned areas; ability to facilitate relationships between diverse parties.
- Excellent organization and time management skills, including ability to juggle multiple tasks and respond rapidly to new events and competing priorities.
- Detail oriented, self-motivated and comfortable working in a small, collaborative team environment.

KNOWLEDGE/SKILLS:

- Excellence in all MS Office Applications, particularly Word and PowerPoint.

LANGUAGES:

- Fluency in spoken and written English and Urdu (any other local language, including Sindhi is a bonus but not required).

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Experience in creating and implementing communication campaigns.
- Experience of working with children.

WHAT YOU'LL GET:



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The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. health and life insurance, Employee Old Age Benefit Incentive)
- Flexible work arrangements (e.g. flex hours)
- 20 paid vacation days per year
- 3 personal days per year
- 5 personal learning and development (L&D) days per year
- Maternity/paternity/parental leave top up and support
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application Link: <https://righttoplay.hiringplatform.ca/199195-communications-assistant-roshan-rastay-2-0-islamabad/876157-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**





We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at careers@righttoplay.com. All information provided will be treated as confidential and used only to provide an accessible candidate experience.

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.



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