



We are hiring a Communication Associate in Ghana.

Job opportunity with Africa's leading accelerator and entrepreneurship advisory firm

Communication Associate

About us:

GrowthAfrica is one of the continent's leading growth partners for entrepreneurs, and we are looking for new talent to join our quest to grow the continent's promising impact enterprises into prosperous and successful contributors to our societies, creating much-needed job opportunities, economic growth, and social transformation.

We drive investment and market readiness through cohort-based programmes, projects, and tailored support services to entrepreneurs across Africa. We work hard to ensure that entrepreneurial ventures increase their rate and scope of success during the start-up, growth, or expansion stage.

Through access to capital, markets, technology, and know-how, we have since 2002 supported over 2,000 businesses to flourish. We focus on innovative and scalable post-revenue start-ups and growth SMEs led by ambitious entrepreneurs.

Headquartered in Nairobi, with offices in Kampala, Addis Ababa, Accra, Lusaka, and activities across the region. You will join an international, passionate, and ambitious team of 26 across 5 countries.

About the role:

As the Communication Associate, you will be operationally and tactically responsible for communicating and driving GrowthAfrica's brand towards relevant stakeholders: [1] High potential African entrepreneurs, [2] current and potential funders, clients, and partners, [3] current past and potential employees and [4] alumni of GrowthAfrica's activities.

The role focuses on executing, enhancing, and following up on the organisation's communications strategy. Integral to the role is the operational and tactical development of communication resources covering templates and guidelines

You will, as part of the role, develop copywriting for various materials and media, develop and secure publication of press releases, storytelling, support in the development of business development materials, execution of entrepreneur-supporting project communication, report to funding partners and participate in and represent the organisation at relevant forums and events,

Your responsibilities will include the following:

- Develop and ensure publication of press releases across relevant media and geography.
- Support with copywriting and in the development of textual and visual content for online media
- Create standards, templates and guidelines fostering the development of quality.
- Train fellow team members in brand guidelines and the creation of activity-based content input
- Project manage and drive the delivery of communications of partner and client projects.
- Communicate data, insights and learning from entrepreneur support activities.
- Plan and support the execution of events and external communication activities.
- Contribute to the development of a data-driven and informed culture and approach.
- Test and experiment with the use of AI tools in the development and delivery of communication
- Copywriting for presentations and business development materials and resources
- Organise, script and execute interviews with entrepreneurs, funders and key stakeholders.
- Respond to and engage with external inquiries.
- Photo [and video] document activities, entrepreneurial journeys, and growth plus impact
- Develop and continuously refine e-newsletter, building reach and engagement.

- Ensure a balanced coverage of all countries GrowthAfrica operates in and is interested in the development and follow-up through communications plans, timelines, and deliverables.

Whom we are looking for:

Knowledge and experience

- 3 - 4 years of communication experience within international development or regional/global NGO. It is an advantage to have worked with entrepreneurs
- Demonstrated experience in writing and managing successful communication in English.
- Minimum a bachelor's degree – for example in communications, journalism, or related field
- Experienced user of Microsoft Office, graphical design/layout tools, project management and documentation solutions. Experience and curiosity in the application of AI tools is an advantage.
- Ability to work with templates and styles within Microsoft Office, including implementing client branding requirements and colour schemes.
- Attention to detail, structures, and a strong sense of quality standards.
- Strong knowledge of social media platforms (LinkedIn, YouTube, Twitter, etc.)
- Fluency in English, with excellent writing and communication skills
- Creative and visual mindset. Courage to create something new.
- Strong work ethic and a commitment to delivery
- Outstanding organisation and time management skills and an ability to establish systems to manage constant information flows and deliver on deadlines.
- Proven ability to work closely with a small team and to successfully manage multiple and changing priorities in a fast-paced, dynamic environment while maintaining a positive and productive attitude and a good sense of humour.

Why work with us?

- Excellent learning experience and platform to build solid work experience and networks.
- Purpose-driven organisation and opportunity.
- Energetic team dedicated to growing entrepreneurial ventures and businesses across Africa.
- Grow your professional network as you work and learn with our dynamic team across 6 countries.
- Learning and insights on innovation and entrepreneurship across the continent.
- Become part of a highly committed, international team.

Other information

- This opportunity is based in Accra, Ghana and only Ghanaian nationals will be considered.

Want to apply?

- Send your CV in PDF format and a motivational letter to this [application form](#).
- Open for applications now!
- We expect to close applications on **20th January 2024**. We will accept and review applications on a rolling basis after the deadline if a suitable candidate will not have been identified.



Lenana Towers, 5th floor.
843 Lenana Road
Nairobi, Kenya

E: info@growth.africa.com
T: +254 [0] 20 250 1777
M: +254 [0] 750 877 590

www.growthafrica.com