



Title: Communications Volunteer

Reports to: Media and Communication Officer

Location: Dar es Salaam

About CDF

Children's Dignity Forum (CDF) is a voluntary, private, non-governmental, non-partisan, and non-profit-making civil society organization dedicated to upholding children's rights in Tanzania. At CDF, we focus on safeguarding the well-being and dignity of girls and young women in Tanzania by actively working to end harmful practices such as Female Genital Mutilation (FGM), child marriage, teenage pregnancy, and other forms of exploitation. As a leading advocate for children's rights, we provide a platform for dialogue and advocacy on contentious issues impacting children and young women.

Job Summary

CDF is seeking a driven, skilled individual to join us as a Communications Volunteer. In this position, she/ he will play a crucial role in supporting our communications strategies and amplifying our mission to advance children's rights in Tanzania. The Communications Volunteer will work closely with our communications team to achieve our communications goals.

Key Responsibilities

- Provide support in developing engaging content tailored to different platforms, such as website articles, social media posts, newsletters, and reports.
- Write and edit content to align with organizational communication objectives.
- Assist in developing materials for publication, such as fact sheets, posters, success stories, reports, etc.
- Provide social media support by creating content, scheduling posts, and actively engaging with the audience.
- Provide support in building and maintaining relations with media outlets, bloggers, and influencers to amplify CDF's message and secure media coverage.
- Assist in the development of organizational media reports and provide insights to enhance communication plans and strategies.
- Support the development of press releases, feature articles, and related materials to strengthen both internal and external communications.
- Monitor media coverage, social media analytics, and other communication-related metrics.



Qualifications

- Bachelor's degree in communication, Journalism, Public Relations, or related field.
- Proven experience in content creation, social media management, and media engagement for at least 2 years.
- Strong writing and editing skills, with attention to detail.
- Knowledge of communication and media monitoring tools.
- Capable of performing efficiently in high-pressure environments and meeting deadlines.
- Excellent communication and interpersonal skills.
- Familiarity with child rights issues or experience in the NGO sector is an added advantage
- Competent in graphic design tools, preferably Adobe Photoshop, Illustrator, and Canva.
- Ability to capture high-quality photographs and video and perform professional editing for both formats.

Application Guidelines:

If you are Tanzanian and qualified for the post above, please send your CV and cover letter to procurement@cdf.or.tz. The application deadline is Friday, 27th May 2026. Only shortlisted candidates will be notified.

For more information:

Website: www.cdf.or.tz

Instagram: www.instagram.com/cdf_tanzania/

Facebook: www.facebook.com/cdftz

Twitter: x.com/cdftz