



# VACANCY

## Marketing and Communications Officer

*CHRISTEL HOUSE JAMAICA is part of a global network of schools serving over 6000 students from under-resourced communities in India, Jamaica, Mexico, South Africa, and the US. Our vision is to create a world where poverty does not limit potential. Our holistic model integrates academics, leadership and character development, health and social services and college and career guidance to help students become self-sufficient, contributing members of society.*

**WHAT YOU WILL DO:** Christel House Jamaica is seeking a dynamic and creative Marketing and Communications Officer to support the implementation of strategies that drive donor engagement, fundraising growth, and brand visibility. This is a permanent position. The Marketing and Communications Officer will manage donor communications, execute marketing campaigns, support events, and strengthen CHJ's digital and community presence, working closely with the Fundraising and Marketing Manager to ensure initiatives align with both local and international goals and deliver meaningful impact.

**SALARY RANGE:** \$3,056,000 – \$4,000,000 per annum

### REQUIRED SKILLS AND QUALIFICATIONS

- Bachelor's degree in Marketing, Communications, Business Administration, Public Relations, or a related field
- At least 1–2 years of experience in marketing, communications, fundraising, or a similar role, preferably in the nonprofit sector
- Strong written and verbal communication skills
- Proficiency in digital marketing platforms, graphic design tools (e.g., Adobe Suite), and CRM/fundraising databases
- Knowledge of donor stewardship principles and marketing best practices
- Strong organisational, time management, project management, and interpersonal skills
- A passion for education, youth development, and the mission of Christel House Jamaica

### MAIN DUTIES & RESPONSIBILITIES

#### **Donor Engagement & Stewardship**

- Maintain accurate donor records and contact history in the donor database
- Support communication efforts with current and potential donors, including newsletters, updates, and reports
- Assist with developing creative ways to recognise and retain donors

#### **Marketing & Communications**

- Develop engaging content for social media, newsletters, brochures, and other promotional materials
- Develop content for and produce the organisation's annual report



- Monitor and update CHJ's digital platforms, including the website, Facebook, Instagram, LinkedIn, YouTube and email marketing tools
- Capture and curate student success stories, programme impact highlights, and donor features
- Support media relations, including drafting press releases and coordinating with local media houses
- Assist with organisation communications both internal and external, ensuring consistent tone and branding across all departments

### **Events & Campaign Execution**

- Provide logistical and creative support for fundraising events, community outreach, and donor engagement activities
- Assist with event promotion and post-event follow-up communications
- Coordinate photography, videography, and branding materials for events and campaigns
- Assist with the booking and coordination of CHJ venue rentals for external parties
- Represent the department on committees to identify opportunities for donor engagement and ensure brand alignment

### **Fundraising Support**

- Assist in the execution of fundraising campaigns and initiatives as guided by the Fundraising and Marketing Manager
- Assist in the planning and coordination of fundraising events and activities

### **Strategic Partnership Support**

- Provide administrative support for meetings, proposal preparation, and partnership communications
- Represent CHJ at relevant community and stakeholder events as needed

### **Reporting & International Coordination**

- Assist in compiling reports on campaign performance, donor data, and marketing analytics
- Support alignment with Christel House International's branding and fundraising standards
- Collaborate on international campaigns and initiatives as directed by the Manager

*All applications should be submitted by May 29, 2026 via email to [hr@jamaica.christelhouse.org](mailto:hr@jamaica.christelhouse.org)*

### **Human Resources Talent and Culture Officer**

Christel House Jamaica  
Dobson's Farm,  
Twickenham Park,  
Spanish Town,  
St. Catherine