

WOMENWORK IS HIRING!



We are looking for a **Community Manager**
to join our team.

If interested please apply through the link shared.

WOMEN
WORK.



[WomenWork](#) is looking for an awesome **Community Manager** to join our team.

As a Community Manager at WomenWork, you will be the face of the brand daily engaging with the WomenWork members on across all our digital platforms the main voice and point of contact for our members, you have the responsibility to grow and deepen engagement with this vibrant community of ambitious women. Your work will tie into WomenWork's larger branding strategy and be central to driving WomenWork brand offerings, awareness and values.

Required: *minimum requirements include:*

- BA in public relations, marketing, communication, or relevant field
- At least 2 years proven past experience managing digital communities
- Competent with Canva
- Excellent communication skills, both oral and written
- Strong presentation skills. You are able to host an online session, you have experience in front of an in person or online audience, and can speak confidently
- Attention to detail, critical thinker, and problem-solver
- Strong team player able to work well with others and collaborate in a remote working environment.
- Passionate about creating impact for women professionals

Preferred: *applicants who are able to demonstrate the following have an advantage:*

- In-depth knowledge of digital marketing and managing different platforms
- Hands-on experience running different campaigns to drive different conversion funnel goals

- Experienced in applying effective SEO strategies
- Understanding of the relevant metrics to track in campaigns
- Experienced in email marketing

About the Role:

WomenWork members represent the heart of our community and engaging them is the core of our mission. You will be the voice, tone, and moderator of WomenWork through community support, content distribution, and digital engagement to build WomenWork brand presence and trust, both online and in-person.

Responsibilities: *your responsibilities will include:*

Community Management

- Plan and implement the content calendar
- Create engaging, well-researched content in different formats to keep the community audiences engaged and informed.
- Respond and engage with comments on posts, requests, and emails, and tag members in relevant posts in a timely manner.
- Plan, and execute webinars, events, and workshops based on members' areas of interest
- Stay up to date with trends regarding community management that could be of benefit to WomenWork.
- Monitor group engagement, statistics, high-performing posts, and active members and report monthly feedback and findings on a quarterly basis
- Handle communications with potential partners, organizations or individuals that want to collaborate and work with WomenWork and forward to the relevant parties for support or guidance on action to take if need be.
- Represent the WomenWork company at networking events or industry workshops/sessions where needed.

Marketing & Brand Management

- Contribute to the larger marketing strategy and goals
- Contribute to the growth of WomenWork online presence via content calendar planning, regular posting, and reporting
- Run social media campaigns to support business goals
- Coordinate cross-sharing of opportunities on platforms where other members are based.
- Support WomenWork teams/departments on projects/programs where need be.
- Support comms tasks in WomenWork programs and projects

Click here to Apply by 8th August: <https://survey.zohopublic.com/zs/k6zaoA>

Location: Remote - Kenya or Ghana

About WomenWork

We're a technology-driven company focused on the advancement of African women entrepreneurs and professionals through digital peer-to-peer communities, knowledge enhancement and access to growth opportunities to improve their chances of success.

Founded in Kenya with pan-African ambition, the WomenWork network has grown to over 5,000 women entrepreneurs and professionals from diverse industries who are leveraging the peer-to-peer community to grow their networks, gain support, increase their customer base and deepen their knowledge.

At WomenWork, we don't just accept differences – we celebrate it, we support it, and we thrive on it for the benefit of our employees, our products, and our community. WomenWork is proud to be an equal opportunity workplace and is an affirmative action employer. If you have a disability or special need that requires accommodation, please let us know.

To all recruitment agencies: WomenWork does not accept agency resumes. Please do not forward resumes to our employment application line, WomenWork employees, or any other WomenWork contact. WomenWork is not responsible for any fees related to unsolicited resumes.
