
Team Member

Membership & Communications

Introduction

The Young Entrepreneurs Council of Solomon Islands (YECSI) is an organisation created under a Public Private Partnership between the Solomon Islands Government (SIG) and Solomon Islands Chamber of Commerce and Industry (SICCI). YECSI is an accredited element of our National Youth Policy 2017 – 2030 with the focus on economic growth through entrepreneurship.

We are a member driven organisation playing a crucial role in promoting, advocating, networking, coordinating and supporting the development of young entrepreneurs and collectively through our pillars of support and advocacy, offer a platform to channel the voice and efforts of our members towards the socio-economic development of our country. YECSI's purpose is to create a conducive business environment for young entrepreneurs in order to allow them to contribute to the socio-economic development of our nation, Solomon Islands.

High unemployment amongst young people and an inadequate number of employment opportunities to match the number of young people unemployed in Solomon Islands has driven the need to create greater entrepreneurship. It is YECSI's belief that through increased entrepreneurship we can grow our nation while also creating much needed jobs for our youth.

YECSI is governed by a board of 7 and is managed by a Coordinator. It is a small team and we are looking for someone who can join this team and support the Coordinator in implementing the 2019 YECSI Business Plan and 2019 – 2021 Strategy.

Job Purpose:

The Membership and Communications officer will work alongside the YECSI Coordinator to ensure YECSI implements its strategy and business plan. The officer will be take lead in managing the YECSI membership, YECSI events, YECSI Brand and be the voice of YECSI to the outside world. The officer will be given the opportunity to work with young Solomon Islanders and drive an organisation focused on the development of our nation, Solomon Islands.

The person we are looking for:

- Enjoys working in a small team and is capable of working by themselves with minimal supervision
- Is interested in entrepreneurship and understands the value of entrepreneurship especially in the Solomon Islands context.
- Has an interest in media and is capable of producing and coordinating YECSI media content for example press releases, social media posts, radio scripts and designing of YECSI graphics.
- Has strong people skills and is able to build and maintain good working relationships with stakeholders such as the Solomon Islands Government, NGOs and other youth organisations.
- Is confident and assertive with the ability to be a public face for YECSI when called upon
- Has excellent teamwork skills and is capable of managing themselves while also being capable of asking questions to progress learning.
- Is a keen learner and enjoys being challenged.
- Is computer literate and comfortable with basic Microsoft software with the ability to learn Adobe software such as Photoshop / Indesign.
- Understands the value of media and able to strategically develop a communications plan to ensure YECSI media is effective.

- Interested in promoting YECSI and everything it stands for.
- Can complete other communications tasks and assignments as required by the Coordinator.

Behaviours and Experience

- Excellent teamwork skills built on experience in the workplace and extra-curricular activities.
- Strong interpersonal skills with the ability to establish and maintain effective working relationships with organisations, members and other stakeholders.
- Strong organisational skills with experience in managing of projects and people.
- Demonstrated leadership skills with the willingness to learn from others.
- Experience working and thriving in a team situation and with minimum supervision.
- An ability to proactively seek support and / or solutions in dealing with new or unknown tasks and issues.
- Excellent written and oral communications skills with the ability to be creative yet consistent
- Computer literate with advanced MS Office knowledge of application Excel, Word, Access and PowerPoint.
- Experience with data bases, spreadsheets, websites, and social media platforms.
- Degree in business, marketing, media, communications or public relations is relevant but not necessary
- 1 – 2 years work experience.

Remuneration

An attractive salary and housing allowance will be paid for the right candidate.

The term of the contract of employment will be two years and can be extended with the agreement of both parties.

What you need to apply

1. Letter stating why you want this job and what you will bring to YECSI
2. Updated CV with referee contact details

We welcome applications from both female and male candidates.

Applications should be addressed to:

YECSI Coordinator
Solomon Islands Chamber of Commerce and Industry (SICCI)
Suite 223, 1st Floor, Hyundai Mall
Central Honiara
PO Box 650, Honiara
or emailed to yec.coordinator@solomonchamber.com.sb

All applications must be received no later than Monday 3rd June 2019. Only shortlisted candidates will be contacted to attend an interview.