



**Darfur Peace & Development Organization**  
*Enabling Peace, Justice and Sustainable Development*  
[www.DarfurPeace.org](http://www.DarfurPeace.org)

**POSITION ANNOUNCEMENT**

DPDO is a non-profit organization based in Washington, DC. The organization operates relief and development programs in Darfur, Sudan including a Schools Program, a Women's Center and a Solar Cooker Program. DPDO also engages in advocacy and public education about the crisis in Darfur.

**CURRENT OPEN POSITION: Public Relations and Publicity Manager**

Self-motivated, proactive individual with extensive media contacts and experience in public relations to manage the organization's communication with the public through broadcast, print media and other channels.

**TERMS:** Part time

**SALARY:** negotiable

**JOB DESCRIPTION:**

1. Receive information on program developments and staff activities from staff at least bi-weekly. Proactively seek out details.
2. Create a written publicity plan for one year with strategies to develop new PR channels and to enhance all channels currently in use by DPDO.
  - Website
  - Email blast
  - Links on other websites
  - Press releases for public media
3. Develop and maintain database of all publicity contacts
4. Monitor and update all web-based information about DPDO.
5. Maintain archive of all media appearances, photos and communications materials
6. Coordinate communications with Chapters,

**QUALIFICATIONS:**

- Extensive experience working with media – broadcast, print and internet
- Excellent writing skills.
- Self-motivated and proactive with well developed team skills
- Graphic design skills a plus
- Arabic language fluency a big plus

**CONTACT:**

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No calls please