Int’l Office Communications Teams

Areas of Responsibilities

**Newsletter**

- Distribute Newsletter coming from the HUB (5 per year)

- Create Int'l Office Newsletter following Newsletter creation process (2 -4 per year)

- Maintaining your newsletter distribution list (Internal + External List’s)

**Webpages**

* Create content for newsroom following the story creation process
* Insure additional IO pages contain up to date information.

**INternal Facebook communication**

- Foster community with in the Int'l Office

- Maintain Prayer Groups and Advocate Groups

**Communications support**

- Send out HOD Newsletter when they come from the HUB

- George's travel support

- Work with the Coms team at the HUB to create promo material when needed

- Maintain IO supply of promotional material

- Support other teams and individuals in the Int'l office with Communications

**EMAIL ADDRESSES**

* Manage In’t office email accounts and groups

**SOCIAL MEDIA**

* Advertise and encourage people to get involved in our Social Media
* Participate in our monthly content meetings

**Branding**

Ensure that Hands at Work brand guidelines are follow in all communications.

**Partner Communications**

- Maintain Partnership Communication

- Distribute reports

**EYES + EARS** *for your International Office + Communications Team at the HUB*

* Connect with teams and volunteers as they return and capture their stories
* Capture and collect photos from returning teams and volunteers, George’s visit’s, International Office gatherings and other.
* Collect stories of advocates and partners in their International Office.
* Add content to Drop Box
* Participate and feedback in the communication coming form the HUB or the other offices.

**Available on the Communications Resources Page**

[*http://www.handsatwork.org/communication-resources/*](http://www.handsatwork.org/communication-resources/)

[**Guidelines for Writing**](https://static.squarespace.com/static/5007cda5c4aa2233ff320a67/53cee8f7e4b0d0dc30f1ba29/53cee8f7e4b0d0dc30f1ba2b/1401303886036/Guidelines%20for%20Writing%20V.%20May2014.pdf) In everything we write—from stories, to captions to status updates—we represent Hands and we educate our readers about the work we do. So before publishing any of our written work we need to ensure that proper checks have been made and standards have been adhered to. You should reference this guide to aid you in any writing you do for Hand at Work in Africa. Thank you for helping us to tell God’s story of hope and healing in Africa.

[**Online Communication Guidelines**](https://static.squarespace.com/static/5007cda5c4aa2233ff320a67/53cee8f7e4b0d0dc30f1ba29/53cee8f7e4b0d0dc30f1ba2c/1395044704007/Online%20Communication%20Guidelines.pdf)  
Guidelines for Team and short-term volunteers and visitors to Africa

[**Communication Mediums**](https://static.squarespace.com/static/5007cda5c4aa2233ff320a67/53cee8f7e4b0d0dc30f1ba29/53cee8f7e4b0d0dc30f1ba2d/1395044671012/Communication%20Mediums.pdf)  
Content created by the Communications Team in Africa.

**Tips + Hints for Writer** Commonly used tips and hints developed over time to unify the Hands at Work voice and the message we want to communicate.

**BRAND + IDENTITY GUIDELINES**

**Processes for Communications Team Projects**

[General Project Process](https://static.squarespace.com/static/5007cda5c4aa2233ff320a67/53cee8f7e4b0d0dc30f1ba29/53cee8f7e4b0d0dc30f1ba2f/1395044673052/General%20Project%20Process.pdf)

[Process for Publishing Written Content](https://static.squarespace.com/static/5007cda5c4aa2233ff320a67/53cee8f7e4b0d0dc30f1ba29/53cee8f7e4b0d0dc30f1ba30/1395044706637/Process%20for%20Writing.pdf)

[Video Creation Process](https://static.squarespace.com/static/5007cda5c4aa2233ff320a67/53cee8f7e4b0d0dc30f1ba29/53cee8f7e4b0d0dc30f1ba31/1395044709036/Video%20Creation%20Process%20-%20Aug%202013.pdf)

**Hands at Work in Africa: – Communication’s Team Portfolio**

This is a collection of communication pieces in a variety of mediums created by the Communications Team in Africa. These pieces best represent all elements of the Hands at Work message including vision, message, branding, and design.

[Newsletter: Become an Arise + Build Advocate](https://static.squarespace.com/static/5007cda5c4aa2233ff320a67/53cee8f7e4b0d0dc30f1ba29/53cee8f7e4b0d0dc30f1ba32/1348566991257/NL09-12_AriseBuild.html)

[Christmas Campaign Gift Cards](https://static.squarespace.com/static/5007cda5c4aa2233ff320a67/53cee8f7e4b0d0dc30f1ba29/53cee8f7e4b0d0dc30f1ba33/1395649916004/2013_Giftcards.pdf)

[Quartley Report](https://static.squarespace.com/static/5007cda5c4aa2233ff320a67/53cee8f7e4b0d0dc30f1ba29/53cee8f7e4b0d0dc30f1ba34/1395649741005/Ilaje_3ESReport_Q42013.pdf)

[Arise + Build - The Story of Nehemiah](https://static.squarespace.com/static/5007cda5c4aa2233ff320a67/53cee8f7e4b0d0dc30f1ba29/53cee8f7e4b0d0dc30f1ba35/1347367993183/Arise-Nehemiah.pdf)

[Parter With Us Brochure](https://static.squarespace.com/static/5007cda5c4aa2233ff320a67/53cee8f7e4b0d0dc30f1ba29/53cee8f7e4b0d0dc30f1ba36/1326451551081/ChurchLeadersBooklet2012CA.pdf)

Audio Recording - COMING SOON

Video - COMING SOON