



COMMUNITY MANAGER - Job Description

Location: Kampala, Uganda
Engagement: Full-time position
Department: Communication and Marketing
Reports to: Project Manager
Start Date: Immediately

Kitchen Station is a platform that seeks to bridge the gap that food entrepreneurs have in the daily running of their businesses by launching a fully equipped commercial kitchen. It is a destination for the Ugandan food community to dare to think differently about the glories that lay in the industry. Our aim is to uplift food enterprises by creating a collaborative environment for them to thrive.

ABOUT THE ROLE

Are you hard working and looking for an opportunity to advance your career? Can you thrive in a fast-paced environment with a creative mind and pride yourself in persuasive engagement? If this describes you; You might be the perfect fit for this role!

We are looking for a passion driven community manager to join our team! If you are ambitious and a tech-savvy professional we would love to meet you! We expect you to be experienced in social media content curation, strategy and marketing, knowledgeable in public relations and hands-on in promoting activities and events. Ultimately, you should be able to act as the voice of our brand and manage all the Kitchen Station communications.

WHAT YOU WILL DO

MARKETING AND COMMUNICATION

- Drive awareness about Kitchen Awareness
- With the team, co-create an integrated communications approach
- Drive social media presence (Facebook, Twitter, Instagram, YouTube)
- The Kitchen Station thought leadership and content development
- Responding to comments and customer queries in a timely manner
- Providing engaging text, image and video content for social media accounts

EVENTS ENGAGEMENT

- Manage communication with the Kitchen Station events participants- promotion, invitations, RSVPs, events update etc.
- Evaluate the event's success and spearhead submission of reports
- Drive social media presence for events



COMMUNITY ENGAGEMENT

- Participate in the development and implementation of community engagement strategy to inform, educate and activate community engagement
- Create online and offline partnership and engagement
- Coordinate the Kitchen Station team in receiving feedback after a close of every activity
- Conduct an analysis of the data and make a recommendation to the team for experience improvement
- Continuously improve the feedback mechanism to ensure we are gathering relevant and valuable data (survey etc.)

GENERAL

- Be a brand ambassador to ensure consistency across all the Kitchen station internal and external communications.
- To contribute to any other aspects of marketing and communication management as required
- To attend internal and external meetings as required
- To carry out any other appropriate duties requested by Kitchen Station

QUALIFICATIONS & EXPERIENCE

- Proven work experience as a community manager or similar role
- Experience planning and leading community initiatives
- Ability to identify and track relevant community KPIs
- Proven record of own content created (Blogging, social media campaigns etc.)
- Excellent verbal communication and writing skills
- Excellent interpersonal and presentations skills
- Hands on experience using diverse social media channels to drive key messages to different stakeholders
- Ability to identify and track relevant community metrics
- Attention to detail, critical-thinker and problem-solver
- BSc degree in Marketing or relevant field

How to apply:

Send your typed application including cover letter, curriculum vitae and copies of relevant academic certificates and references by email to: flavour@kitchenstation.co.ug until **11th of February 2020**.

Please note that only shortlisted candidates will be contacted

We can't wait to meet you!