

JOB DESCRIPTION

Job Title	Digital Media Specialist
Project	Yeyɛ Nnipa Koro
Reports To	Project Officer, Yeyɛ Nnipa Koro Project
Type	Contract
Term	3 months
Work Model	Remote (with occasional in-person coordination in Accra, if needed)
Location	Accra, Ghana
Geographic Scope	Ghana

About the Project

Youth Initiative Foundation (YIF) is implementing the **Yeyɛ Nnipa Koro project**, funded by the Elton John AIDS Foundation through Y+ Global and Frontline AIDS under the LEAP Academy Small Grants. The project collects and curates anonymised lived experiences of diverse LGBTQIA+ persons facing stigma, discrimination, and breaches of confidentiality in public health facilities in Ghana. These testimonies will be transformed into an advocacy video and a testimonial digital booklet to be used in policy dialogues with health facility leadership, district and regional health directorates, and other stakeholders. The goal is to translate existing non-discrimination and confidentiality policies into everyday practice, improving respectful care for LGBTQIA+ individuals, particularly those experiencing multiple forms of marginalisation (e.g., trans and gender nonconforming persons, intersex persons, persons with disabilities, sex workers, and people who use drugs).

Job Summary

We are seeking a **Digital Media Specialist** to join the project team for a **3-month contract**. You will be responsible for producing high-quality, trauma-informed, and ethically produced advocacy materials, including:

- **One short advocacy video** (3–5 minutes) using anonymised testimonies (audio, non-identifying visuals, or text overlays)
- **One testimonial digital booklet** (PDF) that presents curated stories in a visually engaging, accessible, and publication-ready format

You will work closely with the Project Officer and the YIF team to ensure that all materials centre the voices of participants while strictly protecting their identities and adhering to the project's safeguarding protocols.

Responsibilities

1. Video Production

- Edit raw testimonies (audio, non-identifying video clips, or written narratives) into a cohesive, emotionally resonant, and advocacy-ready short video (3–5 minutes).
- Incorporate graphics, subtitles, and music (royalty-free or appropriately licensed) to enhance clarity and impact.
- Ensure the final video is suitable for closed-door policy dialogues, online sharing (with strict access controls), and potential use in advocacy campaigns.

2. Digital Booklet Curation & Design

- Curate and structure the anonymised testimonies into a professional, publication-ready digital booklet (PDF).
- Design the booklet layout, including cover page, section dividers, typography, and visuals (illustrations, data visualisations, or stock imagery that does not identify participants).
- Ensure the booklet is accessible (screen-reader friendly, high contrast) and optimised for digital distribution.

3. Creative Direction & Quality Assurance

- Apply a **creative mindset** to transform sensitive, raw material into compelling advocacy tools without sensationalising or exposing participants.

- Work within the project’s ethical guidelines (no identifying information, participant consent, trauma-informed presentation).
- Revise materials based on feedback from the YIF team and partner organisations.

4. Collaboration & Deadlines

- Coordinate with the Project Officer to understand the narrative arc and key advocacy messages.
- Collaborate with and receive guidance from YIF’s communications team where needed.
- Deliver all final assets within the 3-month contract period, adhering to agreed milestones.

Qualifications & Experience

Area	Desired Qualities
Video Editing	Proven experience editing high-quality videos, documentaries, or advocacy shorts. Proficiency in software such as Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve, or equivalent.
Graphic Design	Strong design skills for booklet layout, infographics, and visual storytelling. Proficiency in Adobe InDesign, Illustrator, Canva, or similar tools.
LGBTQIA+ Affirming	Demonstrated experience working respectfully and effectively with LGBTQIA+ persons, preferably in a human rights or health context. Understanding of confidentiality, anonymity, and trauma-informed approaches.
SRHR/HIV Knowledge	Familiarity with sexual and reproductive health and rights (SRHR) and HIV issues, particularly as they affect marginalised communities.

Portfolio	A portfolio showcasing relevant video and design work (including examples of sensitive storytelling or advocacy materials).
Creative Mindset	Ability to translate raw, complex testimonies into clear, powerful, and ethically sound advocacy products.
Communication	Good written and verbal English; ability to take direction and work independently.

Desirable (Not Essential)

- Experience producing materials for policy audiences or health facilities.
- Knowledge of Ghana’s health system or LGBTQIA+ advocacy landscape.
- Ability to provide basic motion graphics or animation.

Contract & Compensation

Area	Description
Duration	3 months (specific start and end dates to be agreed upon signing).
Compensation	A fixed fee will be negotiated based on experience and proposed approach. The budget is limited; please indicate your expected fee (GHS) in the expression of interest.
Ownership	All final deliverables (video and booklet) shall be owned by Youth Initiative Foundation, with appropriate credit given to the Digital Media Specialist.

Safeguarding & Confidentiality

Given the sensitive nature of the testimonies, the selected candidate must sign a confidentiality agreement and agree to abide by the project's safeguarding and data protection protocols. No identifying information of participants shall be disclosed or retained after project completion.

Application Requirements

To apply, please submit the following as a single PDF (or provide links where appropriate):

1. **Curriculum Vitae (CV):** Highlighting relevant experience and skills.
2. **Portfolio:** Links to or samples of previous video and design work (include at least one example of a short advocacy video or documentary-style piece, and one example of a publication/booklet/infographic).
3. **Expression of Interest:** A brief statement (max 500 words) explaining:
 - Why you are interested in this project.
 - How your skills and experience align with the project's goals.
 - Your approach to handling sensitive, anonymised testimonies while maintaining ethical standards and creative quality.

Send your application to: careers@youthinitiativef.org

Subject line: Application: Digital Media Specialist

We encourage applications from LGBTQIA+ persons and those with lived experience of marginalisation.

About Youth Initiative Foundation

The Youth Initiative Foundation (YIF) is committed to building movements that center the voices of those left behind. We create initiatives that bridge gaps and ensure meaningful participation of diverse young people, particularly those from marginalized communities, in shaping the future they deserve.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.