



Communications officer and cultural assistant

The Alliance Française de Mombasa is a language and cultural association based on Moyne Drive, Nyali, Mombasa. Our main activities include teaching French language to adults, teens and children, promoting cultural diversity and developing French-Kenyan partnerships. We organise numerous cultural events in Mombasa and the coastal region and collaborate with local and international artists.

We are seeking a dynamic and professional **Communications and cultural officer** to join our team full time to support the planning, promotion, and implementation of cultural activities while enhancing the institution's visibility and public image. This role bridges cultural coordination and strategic communication to attract audiences, build partnerships, and strengthen community engagement both for cultural activities and French classes.

Key responsabilités

Communications and Marketing

- Develop and implement the organization's communication and visibility strategy (print, digital, and media).
- Manage the website and social media channels with regular updates, visuals, and engaging content.
- Draft press releases, newsletters, and promotional material for events and institutional initiatives.
- Coordinate with media partners for coverage and outreach campaigns.
- Ensure consistent branding and messaging across all communication tools.

Partnerships and Public Relations

- Support the development and maintenance of partnerships with cultural institutions, embassies, sponsors, and media stakeholders.
- Represent the organization at public events, community meetings, and partner engagements.
- Contribute to building the institution's cultural network and audience base.

Cultural Coordination (assistant)

- Support the design, coordination, and delivery of cultural programs (concerts, exhibitions, festivals, film screenings, etc.).
- Research and propose new cultural projects aligned with the organization's mission and audience interests.
- Liaise with artists, institutions, and cultural partners to ensure smooth execution of events.
- Prepare event schedules, budgets, and post-event reports.



Qualifications and Experience

- Bachelor's degree in Communications, Cultural Studies, Arts Management, or related field.
 - At least 1 year of experience in communications/marketing or cultural project management.
 - Strong writing, editing, and storytelling skills in English (and French desired).
 - Experience managing social media, web content, or digital campaigns.
 - Excellent interpersonal and organizational skills; ability to multitask and work under pressure.
 - Interest in arts, culture, and international cooperation.
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- **A basic level of French is highly appreciated**
 - **The candidate must be Kenyan or detain a work permit in Kenya**

Key Competencies

- Creativity and initiative.
- Strong sense of cultural awareness and diversity.
- Graphic design, photography, or audiovisual content creation.
- Team-oriented and proactive communicator.

Salary and advantages

- Salary based on the level and relevance of the candidate's work experience.
- Opportunity to perfect your French (the AF team can follow free French classes in the evenings, depending on availability)

Send CV, cover letter and references to :

director@afmombasa.org

Subject: *Application – Communications officer*