







## We're Hiring a Communications Specialist!

 Port Vila |  Full-time |  Start ASAP

Do you have a passion for storytelling, creativity, and community building? V-Lab is looking for a Communications Specialist who's not just good with words and design, but someone who wants to make a difference in the entrepreneurial space in Vanuatu. If Canva is your best friend, and you know how to turn a good story into a great reel, keep reading 

### What You'll Be Doing

As our new Comms whiz, you'll be the creative engine behind V-Lab's voice. From social media to newsletters, you'll be the one keeping our brand fresh, engaging, and active both online and offline.

### Your Missions:

- • Keep our social media platforms alive and buzzing – plan, post, and engage!
- • Create eye-catching content: flyers, captions, videos, stories, reels – you name it.
- • Use Canva, Piktochart, or your magic design tools to bring ideas to life.
- • Snap photos and shoot short videos of programs, events, and people.
- • Edit content like a pro (or at least like someone who loves it!)
- • Write newsletters that our audience will actually want to read.
- • Update our website with the latest news, events, and success stories.
- • Manage and energize the V-Lab alumni community – online and in person.
- • Organize fun and impactful networking events every two months.
- • Liaise with media partners and journalists for press releases and coverage.
- • Write monthly articles for the Vanuatu Business Review (VBR).
- • Support logistics and communications for program events and outreach.


### What You Bring


- • Experience in communications, journalism, social media, or a related field.
- • Strong writing and storytelling skills (English essential).
- • Basic graphic design skills – Canva and Piktochart are great tools to know!
- • Some video/photo editing experience is a big plus.
- • Comfortable planning events and working with people.
- • Team spirit, creativity, curiosity, and a proactive attitude.


## Why Work with Us?

At V-Lab, we're not just an incubator – we're a movement. You'll be part of a passionate team helping youth, entrepreneurs, and changemakers turn big dreams into real-life impact.

## How to Apply:

Send your CV and a short cover letter (we love personality!) to  [Hello@v-lab.org](mailto:Hello@v-lab.org).

 Visit us at [www.v-lab.org](http://www.v-lab.org)

 Questions? Call us on (+678) 7748995/7512395