



Communication

Summary: responsible for gathering information, taking photos, writing reports and journalistic texts

Detailed description: gather material that can be used for fundraising and communicating the reality of the disaster situation. S/he should document the DART team's work, conduct interviews, write journalistic texts, and take pictures. The results should always be sent to the Lead Agency, where other GAIN offices can request the use of the material for their purposes.

Main tasks:

- gather and give external and internal information
- prepare media contacts
- provide image and text information

Activities (this is not an exhaustive list):

- responsible for:
 - gathering documentation material about the disaster
 - gathering material which can be used for fundraising
 - documenting the assessment and DART work
 - preparing briefings for the team leader
- take pictures and write journalistic texts
- support and advise the team leader if media contact is necessary
- prepare media reports for the team leader
- prepare daily reports to the Lead Agency
- prepare fulfilment reports on donated funds and GIK (Gifts in Kind)