



Philanthropy Connections

Mission: to connect community partners to the resources that they need to support vulnerable people to build dignified lives for themselves.

Job Title	Assistant Communications Officer	Application Deadline	August 15, 2017
Job Location	Chiang Mai, Thailand	Industry	Non-government organisation (NGO)
Employment	Volunteer	Report to	Communications Officer
Hours	40 hours / week	Employment Type	1-year renewable contract

Job Profile

Philanthropy Connections Foundation (PCF) is seeking a motivated Communications Assistant to join our team in Chiang Mai, Thailand. The Communications Assistant will work closely with our Communications Officer to take ownership over our communications strategy and implementation. This is an ideal position for anyone passionate about furthering humanitarian work for vulnerable communities in Southeast Asia, and wants to be a key member to a small, tight-knit team working in an international setting.

Interested applicants should send an email to lani@philanthropyconnections.org that includes a cover letter, CV and two references. Your cover letter should include any personal or professional social media handles you have managed or contributed to.

Job Description

Core Responsibilities:

- Manage the social media development strategy for PCF across Facebook, Twitter, Instagram, our website blog and other online platforms.
- Publish content across our social media platforms.
- Effectively and ethically cultivate and grow our audience across social media platforms.
- Keep track of meeting minutes during team meetings.

Secondary Responsibilities:

- Work alongside the Communications Officer to create timely content for our quarterly newsletter.
- Work alongside the Communications Officer to co-manage and deliver rich content to our blog.
- Assist in rolling out an email marketing campaign for PCF.
- Take part in team brainstorm sessions to develop new ways for us to reach new audiences, and more effectively communicate our mission of assisting vulnerable communities.
- Monitor and engage in relevant online discussions about our foundation and its mission.
- Manage our photo and video catalogue, ensuring it is up-to-date and organised.
- Make photo recommendations to use in social media, on our website and other publications.
- Assist in other communications needs that arise, such as presentations, conferences and interviews.
- Assist in developing videos concerning our work, team, and mission.



Competencies

Qualifications / Experience

- You have previous experience managing social and online media for a non-profit or business across multiple platforms.
- You have experience writing blog posts for a specific audience.
- You have experience using online monitoring and measurement platforms, and can select the best applications to analyse social media and online activity for PCF.
- You are proficient in Microsoft Office, and have experience with Mailchimp and graphic design.
- Having experience with WordPress is a plus, but not required.
- Having experience with email marketing preferred, but not required.
- You are a native English speaker, or are fluent in English.

Skills

- You have excellent communication skills in writing, editing and presenting.
- You have a eye for detail with regards to spelling and grammar.
- You are an excellent creative thinker, and are highly motivated to produce online content that communicates our mission and work within vulnerable communities.
- You are able to manage content creation and implementation for multiple social media accounts.

Attributes

- You are passionate about communications in the non-profit sector.
- You enjoy working both independently and together with a small team to brainstorm ideas and encourage discussion.
- You encourage receiving and giving feedback to improve your performance and the performance of others.
- You are comfortable working in an international setting.

