



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

**Values:** Efficiency, Initiative, Integrity, Professionalism, Transparency.

<b>Job Title</b>	Communications Officer	<b>Industry</b>	Non-government organisation (NGO)
<b>Job Location</b>	Chiang Mai, Thailand	<b>Report to</b>	Executive Director
<b>Employment</b>	Full-time (40 hours)	<b>Contract Type</b>	1-year renewable

### Position Profile

Philanthropy Connections Foundation (PCF), is a Dutch-Thai foundation with an operations office in Chiang Mai, Thailand. We serve as an implementing partner to locally-run organisations in Thailand, Cambodia, and Myanmar. Our programmes support education, migrants and ethnic minorities, refugees, healthcare, childcare, and women’s empowerment.

We are seeking a Communications Officer (CO) to manage donor, sponsor and supporter communications on behalf of the organisation. This includes drafting sponsor proposals to fund community-run projects, writing project reports, overseeing social media and managing the communications strategy of PCF. The CO will work closely with the Project Coordinator and report to the Executive Director.

The role includes the ability to influence or even drive the Communications strategy for the organisation.

Interested applicants should send an email to [info@philanthropyconnections.org](mailto:info@philanthropyconnections.org) that includes a short covering letter, your CV, and three referees that we can contact.

### Position Description

- Understand the mission, vision and operations of PCF and communicate this clearly to stakeholders across multiple platforms
- Continue to develop and implement the communication strategy plan
- Strategise and implement a marketing campaign to broaden our support network
- Provide updates to project sponsors by drafting project proposals and reports
- Provide updates to supporters by writing the quarterly newsletter
- Draft communications about our work and mission for external use for sponsors or companies
- Design fliers, brochure, profiles, infographics, advertisements, calendar, logos and any other graphics as needed on an ad-hoc basis
- Manage social media accounts including Facebook, Instagram, LinkedIn, and the website blog
- Update website content on our WordPress website
- Co-script writing of videos of our projects
- Develop presentations and any related marketing materials and tools as needed



## Competencies

### Qualifications / Experience

- Fluency in English
- Must have previous communications experience, preferably with international/multinational organisations whose work is relevant to the work of PCF
- A bachelor degree in Communications, Journalism, International Studies or a related field
- Previous experience managing social media and marketing projects
- Previous experience or ability to work with a diverse team in an international environment

### Skills

- Track record for meeting deadlines for multiple projects, and prioritising responsibilities as needed
- A proven ability to think strategically, analyse critically, and to translate ideas and insights into action through coherent and viable programmes and plans
- Very experienced using Word. Experienced with Excel, Illustrator and Photoshop
- Previous experience working with Mailchimp, WordPress, Slack and Asana a plus

### Attributes

- Strong inter-personal skills and professional presence
- Team leadership skills, such as flexibility, diplomacy and listening skills
- Self-motivated and able to work both independently and with a team, and to use one's skillset to assist in projects across the board

## Benefits

**Salary:** Commensurate with experience.

### Benefits:

- 20 days' paid vacation with annual unused rollover days
- paid Thai national holidays
- sick leave at full pay (a maximum applies)
- 7 personal days
- health insurance
- work permit and visa for non-Thai nationals

