



## **JOB OPENING: COMMUNICATIONS OFFICER**

We are looking for a Communications Officer to lead the development and implementation of integrated communications strategies, and ensure high quality media and social media outreach in pursuit of No Burn Pilipinas' (NBP) national program.

The incumbent is responsible for the following:

### **1. LEAD THE DEVELOPMENT AND IMPLEMENTATION OF COMMUNICATIONS STRATEGIES**

- Lead the development and implementation of, and drive, integrated communications strategies and communications plans, in close coordination with the NBP program team as well as the NBP network's program and communications focal points.
- Provide communications counsel and direction to program and campaign plans. Proactively identify opportunities within program and/or campaign plans for producing strategic, effective and high-impact content.
- Ensure coordination within the NBP program team, and with network as a whole throughout the implementation of communications strategies.
- Manage agreed communications messaging for key campaign and organizational audiences.

### **2. BUILD AND MANAGE MEDIA RELATIONS**

- Proactively provide media-related counsel and direction the NBP program team and network to ensure high quality media outreach that is aligned with agreed communications strategies, internal brand guidelines, and network agreements.
- Coordinate and organize NBP's traditional media-focused activities. Plan both proactive and reactive media relations, including media events and responses to media inquiries as required. Provide necessary logistical media and/or communications work around events and activities.
- Develop and maintain strong relationships with print, broadcast and online journalists, editors and other news decision-makers via media visits, informal briefings, media forums, information provision, etc. in order to encourage them to view NBP and its network partners as credible providers of environmental news and commentary.
- Develop, maintain and continuously update a database of media contacts in print, radio, TV, web news, and other media outlets, both at the national and local levels, in coordination with community organizers and network communications focal points.

### **3. LEAD MEDIA MONITORING AND ANALYSIS**

- Perform regular media monitoring and analysis and advise program and campaign teams on relevant news items. Provide these teams with media-related analysis significant to program and campaign goals and strategies.
- Generate mid-year and yearly media reports and analysis.

### **4. DEVELOP AND DISSEMINATE COMMUNICATIONS MATERIALS**

- In close coordination with the NBP program team and network focal points, and in alignment with agreed communications strategies, conceptualize, write, edit and distribute effective communications materials such as (but not limited to) press releases, external and internal QAs, talking points, briefing papers, brochures, reports, feature stories, photos and videos, social media content and other campaign and organizational materials.
- Coordinate lay-out, printing and publication of various campaign materials into high quality creative and user-friendly products that are aligned with agreed communications strategies and internal brand guidelines.
- Maintain NBP's communications resource center, including the archiving of all visual, print and other communications materials.

### **5. COORDINATE WITH CONSULTANTS, FREELANCERS AND SUPPLIERS**

- Manage communications consultants, such as social media specialists; manage freelancers such as editors, writers, designers, photographers and videographers; and coordinate with suppliers such as printing companies, etc.

### **6. LEAD TRAINING AND DEVELOPMENT**

- Organize and conduct media and communications training for NBP program team, its member network and community partners. Build staff skills in writing, editing, messaging, and conceptualizing communications materials. Keep NBP program team abreast of communications and messaging guidelines.

### **7. MONITOR COMMUNICATIONS BUDGET**

- Budget and monitor expenditures related to the function of the Communications Officer.

### **8. OTHER RESPONSIBILITIES**

- Performs other related duties as assigned by the supervisor.

### **ESSENTIAL QUALIFICATIONS:**

- At least three (3) years of experience in developing and implementing communication strategies, and in media relations work
- A strong understanding and knowledge of Philippine media, as well as key media markets;



- Collaborative team-player with strong interpersonal communication skills and demonstrated experience in working with people from different cultures and nationalities in the region;
- Demonstrated capacity for issue analysis, and strong writing and public speaking skills including advanced skills in communicating complex issues to the public;
- Highly computer literate, and experienced with new media technologies and social networking tools;
- Fluent in English and Filipino (ability to speak or write in other regional languages a plus);
- Demonstrated ability to turn projects around in a timely manner, maintain attention to detail, and adhere to deadlines;
- Passion for social and environmental justice, and a commitment to communications strategies which elevate the work of our grassroots membership and create space for communities to speak for themselves; and

#### **DESIRED QUALIFICATIONS**

- Experience with grassroots organizing or networking strongly preferred.

#### **TO APPLY:**

This is a full-time position based in Quezon City. Willingness to travel is required.

Please send a brief cover letter, resume, salary requirements, at least three writing samples, and 3 references to [alucero@ecowastecoalition.org](mailto:alucero@ecowastecoalition.org) with the subject line “NBP Communications Officer”.