



Media and Communications Officer

Job Title	Media and Communications Officer
Report to	Advocacy Director
Start Date	November 2022
Contract Duration	Yearly contract (subject to three-month probation)
Salary and Benefits	Based on experience and compatible with local rate
Application Deadline	10 October 2022

Overview of Progressive Voice

Progressive Voice (PV) is a cooperative, collaborative, and participatory rights-based policy research and advocacy organization rooted in civil society, maintaining strong networks and relationships with grassroots organizations and community-based organizations throughout Myanmar. It acts as a bridge to the international community and international policymakers by amplifying voices from the ground, and advocates for a rights-based policy narrative.

Job Purpose

PV is seeking a dedicated and creative Media and Communications Officer. The Media and Communications Officer will report to and work under the supervision of the Advocacy Director in developing and implementing communications strategies and campaigns. The Media and Communications Officer will maintain PV's website, develop strategy for and manage the organization's social media accounts and mailing lists, and create visual contents for dissemination. The position requires excellent interpersonal skills to maintain smooth internal and external communication with staff, partners and other project collaborators in English and Burmese language. Confidence in handling basic IT skills will be essential. Ability to work with a small, diverse, committed, active and fast-paced team is a must. The candidate must have a strong commitment to, and understanding of, human rights issues and ability to demonstrate sensitivity in working with vulnerable, marginalized and disenfranchised communities.

Duties and Responsibilities

1. Communications

- Developing and implementing communications strategies, campaigns, events and other initiatives in alignment with PV's organizational strategy and priorities
- Facilitating communication between various departments within PV to ensure that the production, editing and distribution of updates and materials is timely and effective
- Taking lead in the production of PV's weekly blog "Weekly Highlights", including researching, fact-checking, editing, producing visual materials, and ensuring its timely production and release for diverse audiences
- Maintaining an up to date database for journalists and the media, external project collaborators and other relevant organizational database
- Supporting the team to safely and securely communicate internally and externally
- Organizing awareness raising and campaign events, briefings and press conferences for PV and its partners - including online events as requested
- Maintaining up to date knowledge on matters pertaining to human rights and other relevant issues in Myanmar, particularly through monitoring news, and provide key updates to the PV team and external partners
- Providing data and statistics from PV's website and social media at the request of the Advocacy Director and support donor reporting requirements
- Supporting the organization and team's IT needs

2. Website and social media

- Maintaining and updating PV's website and social media accounts with timely key messaging
- Regularly collecting and updating content for the website
- Developing strategy for and managing Facebook, Twitter and LinkedIn platforms with guidance from the Advocacy Director
- Developing and implementing the creation of high-quality multi-media communication materials to be disseminated in a timely manner through PV's website, social media platforms, and publications

3. Media

- Developing, strengthening and maintaining communication and relationships with journalists and editorial boards
- Responding to media inquiries and ensuring timely response via organizational email and social media accounts
- Preparing and disseminating press releases, media advisories, opinion pieces as well as other media contents
- Monitoring media coverage of PV and other relevant thematic issues

4. Other tasks as assigned

Person Specification

Essential

- 2 - 3 years of experience in communications, journalism, human rights, political science, and other relevant fields;
- Excellent speaking, writing, editing and analytical skills in English and Burmese;
- Ability to quickly learn multimedia skills including basic infographic design, basic video editing skills, and quickly learn other design programs such as Photoshop and Canva;
- Ability to work with WordPress;
- Strong IT skills;
- Excellent attention to detail;
- Strong commitment to human rights issues in Burma/Myanmar;
- Ability to work independently and as part of a small team;
- Ability to work effectively under pressure and meet deadlines;
- Ability to demonstrate flexibility in working with the team and local partners;
- Excellent interpersonal skills;
- Proven computer literacy (Microsoft Word, Excel & PowerPoint); and
- Commitment to the approach and values of Progressive Voice.

Desirable

- Experience in an advocacy, communications or campaign role in a non-profit organization;
- Experience working in or with conflict affected populations;
- Experience with UN, international organization or civil society organization; and
- Proficiency in any other ethnic minority language in Myanmar.

Application Procedure

Overview

Interested candidates are requested to submit a cover letter, CV, and two contact details of references in English. Only complete applications will be reviewed. We will not be able to notify all applicants unless they are chosen for an interview. Shortlisted candidates will be asked to submit a writing sample.

Please email your application to: info@progressive-voice.org with the subject heading "Application: Media and Communications Officer". **Deadline for application is 10 October, 2022.** Interested applicants are encouraged to apply as soon as possible.