



Media and Communications Assistant

Job Title	Media and Communications Assistant
Report to	Advocacy Director
Start Date	As soon as possible
Contract Duration	Yearly contract (subject to a three-month probation)
Salary and Benefits	Based on experience and compatible with local rate
Application Deadline	1 November 2023

Overview of Progressive Voice

Progressive Voice (PV) is a participatory rights-based policy research and advocacy organization rooted in civil society, which maintains 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 engagement and policy on Myanmar. PV upholds the values and principles of peace, human rights, non-discrimination, justice, and self-determination, and teamwork based on mutual respect, recognition, cooperation, and collaboration.

Job Purpose

PV is looking for a committed attentive team-player professional for the position of Media and Communications Assistant (MCA). Under the supervision of the Advocacy Director, the MCA will be assisting the Media and Communications Officer to implement communications strategies, campaigns, events, and other initiatives in alignment with PV's organizational strategies and priorities. The MCA will also assist in maintaining PV's website and social media accounts, and creating 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 Myanmar and English languages. 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

- Assist in implementing communications strategies, campaigns, and events of the organizations;
- Assist in the production of PV’s “Weekly Highlights”, including researching, fact-checking, editing;
- Maintain and update PV’s website and social media accounts with timely key messaging under the guidance of MCO;
- Assist in maintaining an up-to-date database for journalists and media, external project collaborators, and other relevant organizational database;
- Assist in creating multi-media communication materials to be disseminated in a timely manner through PV’s website, social media platforms, and publications;
- Assist in organizing awareness-raising and campaign events, briefings, and press conferences for PV and its partners, including online events;
- Assist in preparing press releases, media advisories, as well as other media contents;
- Maintain 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;
- Monitor media coverage of PV and other relevant thematic issues;
- Assist in collecting and compiling data and statistics of PV’s website and social media for organizational reporting; and
- Other relevant tasks as assigned.

Person Specification

<i>Essential</i>
<ul style="list-style-type: none"> ● Commitment to the approach and values of Progressive Voice ● 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 ● Sufficiency in reading, speaking, and writing skills in both Myanmar and English ● Strong commitment to human rights issues in Myanmar ● Ability to demonstrate sensitivity in working with vulnerable, marginalized and disenfranchised communities ● Ability to work independently and as part of a small team of diverse cultural, religious backgrounds, gender, and political views ● Ability to work effectively under pressure and meet deadlines ● Ability to demonstrate flexibility in working with the team and local partners ● Excellent interpersonal skills ● Excellent attention to detail ● Proven computer literacy (Microsoft Word, Excel & PowerPoint)
<i>Desirable</i>
<ul style="list-style-type: none"> ● Bachelor’s Degree in communications, journalism, human rights, political science, and any other relevant field ● Experience in an advocacy, communications or campaign role in a non-profit organization

- Proficiency in any other ethnic language in Myanmar or English would be an advantage
- Good knowledge of IT skills

Application Process

Interested candidates are requested to submit a cover letter, CV, and two contact details of references in English or Myanmar. Only complete applications will be reviewed. We will not be able to notify all applicants unless they are shortlisted and 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 Assistant**”. **This application is open until 1 November 2023.** Interested applicants are encouraged to apply as soon as possible.