Job Vacancy: Communication Assistant Manager

Organizational Setting

Mae Tao Clinic (MTC) is an internationally renowned community-based organization (CBO) that provides and advocates for an equitable and essential health system, education, and protection for vulnerable and displaced people living in the Thai-Burma border area of Eastern Burma. MTC addresses the needs and human rights of these people through comprehensive programs and a collaborative approach with local, national, and international individuals, organizations, and government bodies.

Role Summary

The position will assist the Deputy Director of Community Operations and fundraising & grants team in creating content to raise awareness and funds, and liaising with media and the public.

Working week and location

The role requires you to work a minimum of 40 hours per week, Monday to Friday. However, the nature of the work means you may occasionally work outside these hours/days. The position is based in Mae Sot, Thailand. There could be an occasional requirement to travel to Thailand or Myanmar.

Role & Responsibilities

Fundraising

- Follow up with each department to monitor activities, events, and achievements to create content for fundraising (online, newsletter, reports, etc.)
- Develop ideas for online fundraising campaigns
- Issue thanks letters to individual donors and partners

Communications

- Create contents to regularly share and promote on social media/reports
- Manage MTC Facebook/Instagram/YouTube/website
- Support F&G team in collecting and editing patient, student, and staff case stories regularly
- Attend monthly management meetings, communicate and work closely with the program implementing team and operation team to obtain and maintain updated information on the progress of all MTC projects to keep the F&G team updated
- Assist to respond and managing the official fundraising email

Publication

- Draft and design MTC annual report
- Design and produce an infographic for report/promotion
- Manage visual material resources
- Provide technical assistance to departments in the development of visual materials
Media

- Answer media queries
- Host media visits
- Manage/arrange media interviews
- Draft press release; an official letter

Miscellaneous

- Assist F&G manager in preparing emails, acknowledgment letters, recommendation letters, and letters requested by partners and international acquaintances requested to the Director of MTC

Qualifications & Experience

Essential

- Bachelor’s degree in Communication or Journalism or public relations
- Minimum of 2 years of work experience in communication or public relation-related field. (Work experience in CBOs, CSOs, EHOs, or NGOs is preferred)
- Experience in social media/blog content writing management
- Experience in publication
- Proficiency in Burmese and English: reading, writing, and speaking
- Proficiency in design/publication software including Adobe InDesign; Photoshop (video editing software (Adobe Premiere Pro; Apple Final cut Pro) skill is a plus)
- Experience with Microsoft Office suite (Word, Excel, and PowerPoint) is required
- Demonstrated interest in the humanitarian sector
- Attention to details
- Ability to work quickly and independently and be a good team player
- Interest in interacting with foreign visitors and donors

Administrative arrangements

Mae Tao Clinic is a low-resource environment.
A salary of 15,000 THB/month is offered.
Additionally, one annual plane fare to your nominated home base will be given after one year of service in case of a 2-years contract.
Support with obtaining a work permit and visa is provided.
Start Date: July 2022

How to apply

To apply for this job please send your CV and cover letter to recruitment@maetaoclinic.org
Using the subject line “Communication Assistant Manager”.
Further information about Mae Tao Clinic can be found at fundraising@maetaoclinic.org

Deadline of Application
Applications will close on 7th July 2022. Only shortlisted candidates will be contacted for an interview.