



Job Title:	Communications Coordinator
Reports to:	Project Manager
Project Duration:	Sept 2021- Sept 2022
Duty Station:	Quezon City
Type of Employment:	Project Based Employment
About Asia Pacific Alliance for Disaster Management –Philippines	
<p>The Asia-Pacific Alliance for Disaster Management Philippines (A-PAD PH) is part of a trans-national disaster aid alliance that works to facilitate cooperation and understanding between governments, private sector, and NGOs in the Asia Pacific Region.</p> <p>A-PAD PH is a multi-sectoral platform for collaboration and cooperation between humanitarian organizations/civil society organizations, the private sector, academe, media, and the government in delivering emergency response and disaster preparedness initiatives. It is a framework for sharing resources, transferring knowledge and increasing capacities to address the vulnerabilities of peoples and communities. It aims to facilitate mutual cooperation to generate increased efficiency and effectiveness in preparedness, emergency response and disaster risk reduction thereby building a disaster resilient nation.</p>	
Project Title:	
Strengthening community resilience for disaster preparedness and disaster response through multi-sectoral collaboration	
Job Purpose:	
The Communications Coordinator is responsible in leading the planning and design of external strategies for communications and outreach geared towards A-PAD Phils partnership-building and resource mobilization. S/he is expected to work alongside project teams and partners to ensure effective branding in accordance with A-PAD PH and donor visibility requirements.	
Duties and Responsibilities:	
<ul style="list-style-type: none"> • Lead in the communication related activities including trainings • Create promotional materials including but not limited to: event flyers, event publications, infographics, teasers and multimedia presentations, social media cards 	

- Prepare communication materials such as reports, press kits, and presentations
- Manage social media accounts by uploading posts, copywriting captions, and monitor and boost engagement
- Manage the organization's website via timely uploads
- Act as a liaison for media partners by providing timely and relevant information to media partners
- Ensure that all A-PAD PH activities are published in A-PAD PH website and social media accounts
- Build and maintain digital photo, audio, and video archives
- Ensure that branding of the project is observed in all project materials
- Coordinate with suppliers on outsourced works
- Come up with bi monthly e- and hard copy newsletter to donors and partners
- Develop communication materials for emergency response
- Perform other related tasks that may be assigned by the Project Manager

Qualification and Competencies

- Bachelor's degree in communications, journalism, development communications, or related fields.
- Minimum of 3 years' professional experience in a similar position.
- Experience in development/humanitarian work is a major advantage.
- A keen interest in disaster risk reduction and management is preferable
- Proficient in multimedia editing software and application
- Excellent written and oral communication skills; presentation skills
- Highly effective, creative, and can work with minimal supervision