



Job Title:	Communications Coordinator
Reports to:	Project Manager
Project Duration:	8 November 2022 – 8 November 2023
Duty Station:	Quezon City / Cebu City
Type of Employment:	Project Based Employment
<b>About Asia Pacific Alliance for Disaster Management –Philippines</b>	
<p>The Asia-Pacific Alliance for Disaster Management Philippines (A-PAD PH) is a non-stock, non-profit organization that fosters collaboration between humanitarian organizations/civil society organizations, the private sector, academe, media, and the government in delivering emergency response and early recovery and in undertaking projects for rehabilitation, disaster risk reduction, and addressing the vulnerabilities of peoples and communities.</p> <p>A-PAD PH is part of a transnational disaster aid alliance that works to facilitate cooperation and understanding between governments, the private sector, and NGOs in the Asia Pacific Region.</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 and internal strategies for communications and outreach geared towards A-PAD PH 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:	<p>The following are the specific responsibilities that the Communications Coordinator is expected to fulfill:</p> <ul style="list-style-type: none"> <li>● Supervise staff including graphic and layout artist or other relevant part-time, freelance personnel, if applicable.</li> <li>● Collaborate with management to develop and implement an effective communications strategy based on our target audience.</li> <li>● Researching, fact-checking, editing, and creating professional media and communications materials for a wide range of audiences, including but not</li> </ul>

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limited to publications, press releases, website content, annual reports, and speeches, as well as ensuring their timely dissemination and amplification through A-PAD PH and non-A-PAD PH communication channels at the national and, when necessary, international levels.

- Assist in the development of training modules and publication of information and education materials.
- Establish and maintain effective relationships with media partners.
- When requested work closely with the A-PAD Management Office and communication focal points of other A-PAD National Platforms on communications initiatives and messaging.
- Draft talking points and messages for the Office and for sharing with communicators at the management office and other A-PAD National Platforms. Manage social media accounts by uploading posts, copywriting captions, and monitor and boost engagement
- Ensure that all A-PAD PH activities are published on 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
- Create a newsletter for 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