

We are looking for a Program Assistant - Outreach and Communication to join our team! Thai nationals only!

This position is a re-advertisement of a job post placed in November 2023. We encourage candidates with a strong focus on outreach and communication to re-submit their applications!

Job: Heinrich Böll Stiftung Southeast Asia Regional Office (hbs) in Bangkok (Thonglor) is looking for a **Program Assistant – Outreach and Communication** to join our team ASAP and no later than 1 August 2024.

Deadline for applications: 14 **June 2024 EOB**

Heinrich Böll Stiftung is a German Green Foundation and is part of the worldwide Green Movement, conducting and supporting civic educational and awareness building activities globally. Our main tenets are ecology and sustainability, participation and social justice. Our Office in Bangkok is the Regional Office for Southeast Asia and serves as a platform for exchange and advocacy about green ideas and thinking. <https://th.boell.org/en>

Major duties and responsibilities

Project Management

- Overall responsibility for project cycle management (activity/ budget planning, control and reporting), work flows, development and implementation of projects within the working scope of hbs Regional Office and with a particular focus on Outreach and Communication;
- Maintaining overall compliance with statutory regulations as well as internal guidelines of the foundation;
- Responsibility for implementing collective undertakings of gender democracy and diversity in own field of work.

Outreach & Communication

- Development, supervision and adaptation of a public relations/communication and outreach strategy for the foundation and its ongoing programme in the region;
- Preparation of communication and outreach material and monitoring of outreach and communication work within the overall programme of the foundation;
- Support to and handling of the foundation's outreach and communication formats;
- Website management (including responsibility for maintaining and updating the website, designing dossiers/ banners/ visual communication);
- Maintenance of the external image/identity of the office in social networks (e.g. Twitter, Facebook, Instagram);

- Provide (technical) guidance in regard to communications and outreach related work (e.g. layout of publications, reports, web content, social media);
- Point of contact for media matters regarding the foundation and its programme work in the region.

The requirements of the Program Assistant – Outreach and Communication are:

- BA degree in communication arts/ sciences, political sciences, development studies, environmental studies, gender studies or other relevant degree;
- 1-3 years of work experience in the field of outreach and communication, in a non-profit organization or high motivation to join this sector;
- Excellent technical literacy related to applying of communication tools (social media/ internet/ video, image and audio editing/ etc.) as well as standard computer literacy: Word, Excel, Power Point;
- Excellent spoken and written English, other Southeast Asian language and/ or German language is an asset;
- Proven ability to use own initiative and act responsibly, combined with intercultural sensitivity (this relates to both areas of work: inside office/team work as well as with partners);
- Excellent organisational and multitasking skills (time management, schedule organisation, resource management, related to both real and electronic library and filing system);
- Excellent intercultural, interpersonal, networking and presentational skills;
- identification with the values of the foundation - social justice, gender democracy, inclusion;
- Ready to travel in the Southeast Asian region.

We strongly encourage applications from diverse genders and backgrounds, especially those with a demonstrated commitment to diversity and inclusion as our core priorities of Heinrich Böll Stiftung.

How to apply (please read and follow carefully):

The application **must consists** of your **CV** and a **letter of motivation** stating your interest in the position, information about your outreach and communication related portfolio as well as your salary expectations, both as pdf documents named: "Communication Coordinator_FIRSTNAME_LASTNAME".

Please send your application by 14 June 2024 to ***applications@th.boell.org***.

**Incomplete applications cannot be accepted.
Only selected candidates will be contacted for interviews.**