

Communications Officer

Organization Overview	Verité Southeast Asia (VSEA) is a non-profit, labor organization with a mission to ensure that people worldwide work under safe, fair, and legal conditions. An affiliate of the Verité network, the Southeast Asia office is based in Quezon City, Philippines, and works with companies, governments, civil society groups, workers, and international organizations to improve understanding of labor rights problems in corporate supply chains and operations, and to advance approaches and tools to solve those problems. To know more about the organization, visit www.verite-sea.org .
Function	To support the Senior Director for Capacity Building and Consulting to plan, develop and implement the organization's marketing strategies and all internal and external communications and PR activities.
Job Classification	Specialist
Reports to	Senior Director for Capacity Building and Consulting
Work Base Location	VSEA office or option of remote work
Organizational Size	26 staff
Date of Last Update	14 March 2022

Key Activities & Responsibilities

- Develop, write, and distribute content to promote VSEA's services, activities, or products;
- Manage and update the VSEA website and other social media platforms, e.g., LinkedIn;
- Design, develop, and deploy sophisticated sub-sites in support of specific projects, initiatives, and services;
- Propose and execute innovative marketing and communications initiatives and campaigns that improve traffic and engagement;
- Identify, evaluate, and implement software, processes, and tools that improve security, reduce costs, drive workflow efficiencies, and build the brand;
- Undertakes or manages complex graphic design, layout, and formatting tasks for public-facing materials;
- Manage external technical, design, and PR resources as needed;
- Continually develop and deliver marketing and communications tools and training for internal staff;
- Contribute to formulating the messaging in marketing planned stakeholder convening events;
- Coordinate with other units in VSEA, through their counterparts, to effectively manage communicate and align expectations and work schedules;
- As relevant, actively engage and communicate with contractors in the execution, management and monitoring of assigned contracts;

- As requested, participate in discussions and planning regarding strategic issues, campaigns, fundraising and organizational planning within VSEA; and
- Perform other job-related duties as requested or assigned by the Senior Director for Capacity Building and Consulting.

Direct Reports

None.

Interfaces

- VSEA Research and Stakeholder Engagement Team, and the Policy Advocacy Unit
- AMH Communications Team

Performance Requirements

A. Organizational Competencies

Mission-driven

- Demonstrates strong personal commitment to Verité's mission or related social justice objectives;
- Demonstrates sensitivity and competency in engaging with diverse marginalized populations impacted by Verité's mission.

Motivation Fit

- Has the heart and passion for non-profit work and aligned with the promotion of fair and humane working conditions;
- Happy to take on a one-person project and work independently, while being able to interface well with the different teams in VSEA;
- Manages own time to successfully meet commitments.

Professionalism

- Demonstrates professional competency and/or personal experience thinking and working effectively across boundaries;
- Maintains confidentiality in communications as appropriate; Identifies problems and seeks support in a timely manner;
- Works within approved budgets and accurately and consistently tracks expenses.

Strategic Influencing

- Uses different strategies to present case for change and accompanying action plans to key people in VSEA;
- Navigates in an ethical and humane way the currently unstructured yet complex ways of working in VSEA to achieve agreed goals;
- Understands complex strategic planning in nonprofit organizations.

Breakthrough Thinking

- Makes use of critical thinking and creativity to propose innovative solutions that benefit the teams and the organization;
- Attuned to and supports the fulfillment of objectives of both VSEA employees and the organization.

Continuous Improvement Orientation

- Has a passion to always bring personal and team deliverables a notch higher;
- Does not settle for mediocre outputs;
- Actively seeks feedback and takes prompt action on areas for improvement;
- Open to learning and continuously raising the bar of performance of the organization;
- Takes Knowledge Management as one of the keys in learning and growth of VSEA;
- Attuned to and supports the fulfillment of objectives of both VSEA employees and the organization.

B. Key Skills

- Excellent English-language writing and editing skills, with the ability to translate complex issues into a level appropriate for general population and policymakers
- Strong organizational skills and meticulous attention to detail
- Excellent communication skills and having a collaborative mindset are essential
- Ability to meet and manage deadlines, achieve targets, and provide all required inputs to deliverables
- Ability to work with people of different cultures
- Creative and dynamic, with a flexible approach to work
- Expertise on relevant design software and communication protocols

To Apply

Please email cover letter and CV detailing your relevant experience against the skills and qualifications above to vsea@verite.org with the subject line “**COMMUNICATIONS OFFICER**”. No telephone inquiries will be entertained for this position.

VSEA is committed to a diverse work force and does not discriminate against any applicant for employment on the basis of citizenship or nationality, religion, civil status, age, physical disability, gender, sexual orientation, and gender identity or expression.