Indigenous Peoples Rights International (IPRI) was born out of global call to establish a concerted effort to address the global challenge of indigenous peoples confronted with criminalization, impunity and violence for defending their lands and territories. This initiative is a global effort led by Indigenous Peoples, activists, advocates and organizations to strengthen coordination, solidarity and actions on this critical issue at all levels with the goal to improve the situation of indigenous peoples. The aim of this Initiative is to prevent, respond, reduce and prevent acts of criminalization and impunity against indigenous peoples and to provide better protection and access to justice for actual and potential victims not only as individuals but also as collectives or communities. Visit the IPRI website for more information: https://www.indigenousrightsinternational.org/index.php/en/

Position: Communications Manager
Duration: One year with Three (3) Months probationary period; Subject to renewal based on performance
Deadline for Application: 16 June 2020

Job Profile

Under the broad guidance of the Global Coordinator, the Communications Manager assumes primary responsibility for planning, developing and implementing communication strategies to promote the programs of IPRI. The incumbent will also be responsible for developing partnerships with other relevant organizations and with the IPRI network and partners to disseminate information and create awareness about IPRI’s programs and activities.

The main duty and responsibilities are:

1. Program Communications for advocacy and awareness
   The Communications Manager will work closely with the Global Coordinator and other staff in the global secretariat to ensure that relevant program materials such as Human Interest Stories, donor reports, proposals, factsheets, infographs, etc. are developed and disseminated to the public, members, partners, donors and target groups through relevant media and network channels. The Communications Manager will assist in the
proposal development stage to identify appropriate communication activities for the projects.

2. **Media Relations**
   Develop and maintain contact information, materials and relationships with journalists and media outlets (print, TV, radio, web etc.) at the local and international level to increase coverage of issues, programs and activities, in the media (print, broadcast and digital). Specific activities may include:
   - Draft and edit articles, press releases, human interest stories and other advocacy/information materials.
   - Collaborate with the media by organizing project site visits, facilitate photo coverage and TV footage and utilizing both web-based and traditional media as appropriate.
   - Monitor and evaluate the use and effectiveness of media materials. Maintain a library of media coverage, clippings etc.
   - Organize press briefings and conferences

3. **Digital Communications/Social media**
   Work closely with the IT Specialist for the maintenance and management of IPRI’s website and social media sites (Facebook, Twitter and YouTube, etc).

4. **IPRI Brand and Communications**
   Ensure timely and quality production of advocacy and branding materials such as periodicals, annual and donor reports, supplements, calendars, briefing notes, Human Interest Stories, picture stories, videos, etc. The Communications Manager will develop and archive communication materials, including digital, such as publications, press releases and clippings, photographs, audio-visual materials, web resources etc.

5. **Donor Relations**
   Develop and maintain an updated list of IPRI donors and special interest groups. Assist in developing donor visit schedules/brochures, donor gifts and cards etc. Support preparation of background materials, briefs and information kits for visiting donors and high profile guests/visitors. The task includes travel planning, logistics and administrative arrangements.

6. **Events/campaigns**
   Assist in organizing and generating public support for special events and campaigns. Support organization of workshops, seminars, campaigns, events and project review meetings including agendas and meeting minutes.
7. **Monitoring and evaluation**  
Monitor and evaluate impact of communication materials and advocacy events/campaigns to target audiences.

8. **Working relationships**  
The Communications Manager will have to work closely with all of IPRI’s global staff on a daily basis. He/She reports directly to the Global Coordinator and supervises the work of the IT Specialist.

9. **Values and Ethics**  
The candidate should be culture-sensitive, have high level of integrity, accountability, and punctuality and be willing to work beyond normal working hours. He/she should be a good team player.

10. **Minimum Qualification and other Requirements:**

    **Education:** Bachelors Degree in Communications, Journalism, Public Relations or a related field.

    **Experience:** At least five years of similar work experience is required. Candidate should be able to work independently – with minimum supervision and guidance from supervisors. Demonstrated and extensive social media experience is an added advantage. Experience in working with indigenous peoples and familiar with indigenous peoples’ rights

    **Skills:** Excellent written and oral English communication skills. Proficiency in another international language – French or Spanish, is desirable. He/she should have advanced working knowledge of MS Office (Word, PowerPoint, Excel and Publisher). Candidates with basic design and layout skills and adept in using Adobe Photoshop and Pagemaker are an added advantage. Excellent in networking and demonstrated and extensive social media experience is an added advantage.

    **Other Terms:**
    
    - The Communications Manager may not have to be office-based but has access to stable internet connection
    - Competitive salary and benefits based on the qualifications

Interested applicants may submit their application letter and *curriculum vitae* to Dr. Willy Alangui - *wvalangui@up.edu.ph*. Only short-listed applicants will be contacted.