Fair Trade Communications Coordinator

คุณต้องการเป็นส่วนหนึ่งขององค์กรการค้าแบบยุติธรรมไหม? Are you a good communicator in both Thai and English? Apply now to join the growing and dynamic team of WFTO-Asia.

WEAVE and WFTO Asia seek a fulltime Communications Coordinator. As a vital member of the team, the Communications Coordinator will work in a regional network of not for profit change making organisations. You will be responsible for co-developing our communications strategy, upgrading our social media as well as developing and producing newsletters and annual reports. You will also be responsible for coordinating regional events and the promotion of Asian WFTO Members.
The position is based in Chiang Mai and is only available for Thai Nationals or applicants with a working Thai Visa.

Key responsibilities

- Determine the goals, objectives and communication strategy for content and campaigns
- Develop communications materials (newsletter, website, annual report, speaking notes, letters of greeting, articles, posters, flyers, social media, blogs, reports and other associated items)
- Ensure consistency with branding standards
- Provide operational communications and administrative support to the Executive Director and the wider team as required to help ensure that communication activities and messages are delivered effectively
- Work with graphic designers to design shape, refine and format content for publishing
- Attending, organising and strategically planning events, specifically the Bi-Annual AGM
- Creating and nurturing relationships and promotional partnerships with other organisations and Fair Trade supporters
- Supporting office management, including inductions and managing interns

Key competencies

- **Proficient in English and Thai with confident writing skills and an ability to edit and proofread**
- **Strong communicator and networker with a friendly and outgoing personality**
- **Creative, organised and a self-starter**
- Ability to manage multiple projects
- A keen interest in Fair Trade and sustainability
- Proficiency in all Microsoft Office packages and/or a desire to learn InDesign and Photoshop
- Time management
- Cultural understanding, humility and a sense of humour

Qualifications: Degree in relevant subject, e.g.: Communications, English, Public Relations, Marketing, Journalism and Media. The position would suit new graduate wishing to work in an English medium office.

Key Outputs

- Upgrade website and increase visitor usage
- Monthly newsletter
- Social Media e.g.: a growth in Twitter, Instagram and Facebook followers
- Annual report

Logistics

Based in Chiang Mai, office hours 9am to 6pm.

WEAVE, P.O. Box 58 Chiang Mai University
Chiang Mai 50202 Thailand T + 66 053 357 695
http://www.wfto-asia.com

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To apply send a CV with cover letter to Director@wfto-asia.com by the closing date of 18th April 2016. Interviews will be held the following two weeks.

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