

VACANCY ANNOUNCEMENT

Job Title	Communication Coordinator
Department	Marketing and Communication
VA No.	COMM/2024/0624/005
Job Level	JL- 4
Contract Duration	31 December 2024 (Yearly Extendable)
Number of Position	1
Location	Yangon, Myanmar
Travel	30% of time to activity locations
Reports to	Marketing and Communication Director
Reporting to this position	NA

Community Partners International (CPI) is a U.S. nonprofit organization dedicated to empowering vulnerable communities in Asia to meet their essential health, humanitarian and sustainable development needs. Founded in 1998, the organization has grown to serve more than one million people each year. Community Partners International focuses on helping communities affected by conflict, violence, and displacement, in remote and hard-to-reach contexts, and marginalized by poverty and exclusion.

Community Partners International is seeking a Communications Coordinator in Myanmar to help communicate the organization’s work and impact to key audiences.

Primary Responsibilities

- Sourcing and preparing compelling human/impact stories and associated collateral for communications purposes.
- Supporting the development and production (including copywriting, copy editing, graphic design, formatting and layout) of communications materials, including print, digital and video.
- Supporting the development and maintenance of CPI’s social media presence with a particular focus on Myanmar-based audiences. Developing engaging content to raise awareness of CPI’s work and impact, and increase audience and engagement.
- Supporting adherence to organization branding, marking and style guidelines and standards, and the quality and consistency of communications materials.
- Training CPI and partner staff on key communications topics including photography, storytelling, branding and marking.
- Helping to maintain and update the organization’s communications archives including photography and story libraries.
- Translating materials between English and Myanmar language as required.
- Supporting other organization communications needs as required.

Essential Skills

- Minimum of 3 years' experience working in a marketing, communications and/or journalism field in the nonprofit and/or private sector(s).
- Demonstrated ability to develop engaging and compelling communications content.
- Strong writing, translation and editing skills in both Myanmar and English languages.
- Native-level spoken and written Myanmar language skills.
- Advanced spoken and written English language skills.
- Solid foundational skills in graphic design and desktop publishing, with a working knowledge of related software applications including the Adobe Creative Suite/Cloud.
- Good analytical and presentation skills.
- Experience in photography and photo editing applications is an advantage.
- Familiarity with website content management systems is an advantage.
- Highly organized and rigorous.
- Creative, flexible, and goal-oriented.
- Able to juggle multiple priorities and work independently to meet deadlines.
- Willing and able to travel in Myanmar and the Asia region.

APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

Email: hr.ygn@cpintl.org

- The closing date for application is 17:00pm, **(8-July-24, Monday)**, Yangon, Myanmar.
- Please clearly mention the Position, Location and VA Number you are applying for in the email Subject Line.

CPI's Value

- At CPI, we believe that all people have right to live their live free from sexual violence and recognized that there are unequal power dynamics across the organization. CPI does not tolerate discrimination and harassment under any circumstances and will take disciplinary action, which may include dismissal, against any worker who discriminates or harasses any worker. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.
- CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.

Note to Candidate

- Candidates are required to declare in advance that should there be any relative or family member currently being employed in CPI. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted
- Contract and position are contingent upon successful award of the project and final approval by the donor.