Position: | Consortium Communications Coordinator  
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**Project/Emergency Response:** | Immediate and Comprehensive Response for Communities Affected by Typhoon Rai in the Philippines  
**Grade:** | C  
**Reports to:** | Consortium Coordinator  
**Work Location:** | Cebu with frequent travels to Dinagat, Southern Leyte, Bohol, Negros Occidental and Palawan  
**Directly Supervises:** | N/A  
**Key Responsibilities:**
**Major Responsibilities:**
- Develop and execute a communications strategy for the project in accordance with the standard and above-standard communications plan approved by the donor ECHO.
- Prepare and distribute communication materials, including but not limited to press releases, blogs, fact sheets, and human interest stories, based on project activities, visibility templates.
- Conduct regular field visits to produce content for different platform including stories, photos, and videos.
- Ensure visibility standards are being followed in accordance with donor and organizational guidelines.
- Liaise with (broadcast, newspaper, social) media outfits, in support of the project implementation.
- Manage the project’s contribution to CARE Philippines’ social media account (Twitter, Facebook, and Youtube) with relevant project activities and human-interest stories.
- Liaise and coordinate with communications focal of consortium partners in developing and implementing the communications plan and strategy.
- Liaise and coordinate with CARE Nederland to ensuring efforts of the consortium and team are echoed and presented to European audiences.
- Work with external agencies (UN, PINGON, etc) in developing content for relevant advocacies (World Humanitarian Day, etc).
- Assist in setting up donor visits.
- Lead in capacity development of implementing partners in the areas of communications and visibility.
- Provide media training for designated spokespeople and provide immediate media coaching for those about to do media interviews if any.
- Liaise with CARE Philippines Communication, and Knowledge Management Specialist and other related staff for other communications, knowledge management, and advocacy needs within the country office;
- Perform other duties as assigned by Project Manager or Communications Specialist.

**Common responsibilities within CARE Philippines:**
- Comply with all relevant CARE Philippines policies and standard procedures.
- Promote a strong team environment by contributing ideas, listening to others, and willingly taking on tasks that fall outside of this job description as directed by an employee with the appropriate delegation.
- Work constructively with colleagues in other departments and teams to promote the objectives of the organization.
- Demonstrate an ongoing commitment to gender equality and diversity.
- Promote a safe and secure work environment; foster a safety and security culture and ensure compliance with CARE Philippines safety and security policies and procedures.
- Build positive working relationships with CARE staff and potential suppliers.

**Qualifications & Experience:**
- A bachelor’s degree graduate of Communications, Community Development, etc.
- A minimum of three (3) years progressive humanitarian experience in communications.
- Onboard immediately after hiring confirmation.
- Proficiency in communicating in Bisaya is strongly desired.
- Experienced in producing various communication materials.
## Program HRD - Job Description (short version)

- Demonstrated ability to understand the humanitarian needs of women, children, men, and people with disabilities affected by Typhoon Rai and provide analysis of the humanitarian situation.
- Demonstrated ability to work autonomously and as part of a small and diverse team.
- Demonstrated experience of integrating gender and diversity issues in the program implementation.
- Well-developed organizational and time management skills, ability to respond effectively to challenges, manage workflows and balance competing priorities.
- Demonstrated awareness and sensitivity to gender and diversity and the ability to work in diverse cultural contexts in a culturally appropriate manner.
- The position involves extensive travel to the designated field areas as may be required.

### Technical Competencies:
- Thorough understanding of the development and NGO sector
- Gender and inclusion skills
- Effective communication skills (English & local language)
- Basic photography
- Basic videography
- Good communication, interpersonal (and working with diverse cultures) and coaching skills.
- Problem-solving skills
- Analytical skills with attention to detail
- Leadership skills

### Behavioral Competencies
- Resilient
- Patient
- Trustworthy
- Honest
- Solution provider
- Understands other’s perspectives
- Team player
- Creative
- Core Values: Transformation, Integrity, Diversity, Equality, Excellence

**How to apply:**
Send latest CV and letter of intent to ansherina.talavera@care.org. Only shortlisted applicants will be contacted.

"CARE is a diversity-promoting organization that draws strength in and builds opportunities for, a well-represented workforce. Women are highly encouraged to apply, as well as the talents of diverse SOGIE and those from the PWD sectors. CARE is also committed to the empowerment and protection of vulnerable and marginalized people and communities. We have zero tolerance for any form of harassment and abuse, and we aim to prevent any type of unwanted/unwelcomed behavior at the workplace and in our project areas. Employees and related personnel are expected to share this commitment."