

We're Hiring: Communications Officer

Location: Hybrid / Philippines-based

Employment Type: Full-Time

Deadline of Application: June 5

About the Role:

PhilDev is looking for a creative and detail-oriented Communications Officer to lead and support our marketing, content creation, and communications initiatives. This role is ideal for someone who is passionate about social impact, can juggle multiple projects, and has a flair for storytelling across digital platforms.

The Communications Officer will support PhilDev's marketing and communications initiatives through the following responsibilities:

1. Social Media Management

- Plan, design, and create content for PhilDev's social media platforms, including Facebook, Instagram, and LinkedIn.
- Write engaging captions and develop graphics, reels, and carousel posts aligned with PhilDev's communications objectives.
- Research monthly themes, national/international events, and trends for content planning.
- Monitor analytics, track performance, and manage community engagement.

2. Website Management

- Manage and update content on PhilDev's WordPress website, ensuring accuracy and alignment with branding guidelines.
- Write, design, and publish new content pages as needed.
- Maintain donation portals (e.g., Flipcause) and regularly upload news articles, reports, and other updates.

3. Email & Newsletter Marketing

- Draft and design PhilDev's quarterly newsletters and announcement emails.
- Coordinate with internal teams to gather content and schedule releases.
- Manage Mailchimp lists, and track email performance (open and click-through rates).

4. Program & Campaign Communications

- Develop marketing calendars and materials for PhilDev programs and events.
- Design event branding assets such as certificates, merchandise, and other promotional materials.
- Attend program meetings and provide communications support, including drafting press releases, social media content, and post-event reports.
- Support the execution of online and offline events, including tech coordination and content capture.

5. Gala & Fundraising Campaigns

- Assist in conceptualizing campaign themes, taglines, and overall branding.
- Design digital and print materials, including email invitations, sponsorship kits, and event assets.
- Draft post-event press releases, update campaign pages, and support overall fundraising communication efforts.

6. Content Creation & Brand Marketing

- Conduct interviews, capture photo and video content, and produce/edit visual materials.
- Repurpose content into various formats such as articles, reels, newsletters, and social media features.
- Ensure all content adheres to PhilDev's branding and tone of voice.

7. General Communications Support

- Assist in the development of Information, Education, and Communication (IEC) materials in coordination with the Marketing Manager and relevant team members.
- Maintain and update the marketing calendar to ensure timely execution of tasks.
- Collaborate with the Communications team in brainstorming sessions and content planning.
- Provide editorial, design, and production support for PhilDev collaterals such as brochures, reports, and other publications.
- Perform other communications-related tasks as assigned by the Marketing Manager or Executive Director.

Minimum Requirements:

- Bachelor's Degree in Mass Media Communications, Multimedia Arts, Marketing or related field
- At least 3 years of experience in marketing, communications for various stakeholders, or nonprofit comms
- Proficiency in:
 - **Canva** and **Adobe Creative Suite** (Illustrator, Photoshop, InDesign)
 - **WordPress** and basic **HTML** coding
 - **Mailchimp** and **Flipcause** (or similar fundraising platforms)
- Feature and news writing (English) for email, web, and social content
- Ability to manage multiple projects and meet deadlines
- Willingness to attend in-person events and provide technical/event support

To Apply:

Send your CV, portfolio (social media or design samples), and a brief intro email to frederick@phildev.org with the subject "**Communications Officer Application – [Your Name]**".

Join our mission to empower innovation and education in the Philippines through strategic and meaningful storytelling.