

Position: Communications and Advocacy Assistant

Basic Information		
Philippine S&T Development - Manila, Inc. (PhilDev) is a non-profit organization that aims to eradicate poverty in the Philippines and enable the success of all Filipinos. We believe that we can achieve this by focusing on technology-based education, innovation, and entrepreneurship. We partner with government, academe, development agencies, and the private sector to build strategies and initiatives that address specific gaps in education, innovation, and entrepreneurship ecosystems. PhilDev is comprised of a dynamic and diverse group of professionals. We believe in a highly collaborative work environment that is innovative, solution-oriented and people-focused, demonstrating values of respect, integrity, synergy and excellence. www.phildev.org		
Location: Ortigas Center, Pasig City	Contract Type: Probationary leading to Regular Employment	Reporting to: Communications and Advocacy Officer (Direct) / Marketing and Development Director/ Executive Director
Salary Range: To be negotiated	Contract Term: Full Time; Hybrid	Benefits: Government-mandated benefits, HMO, paid leaves, 13th month pay, and other benefits in accordance with company policy.
Detailed Description		
<u>Purpose and responsibilities of the role:</u> PhilDev's Communications and Advocacy Team plays a key role in strengthening the organization's public presence and supporting its programs and partnerships through storytelling, design, and strategic content. The Communications and Advocacy Assistant will help the team deliver high-quality visual and written content across channels and contribute to broader outreach, visibility, and engagement efforts, including those that support resource mobilization. This position is ideal for someone with a strong background in design and writing, who can collaborate across teams, manage content and media assets, and help shape narratives that reflect PhilDev's values and impact.		
<u>Key Deliverables, Duties and Responsibilities:</u> Content Development • Draft and edit social media captions, blogs, newsletters, and internal stories • Support in drafting donor- or partner-facing communication materials when needed • Help maintain the communications calendar and content tracker Visual Design • Create graphics and layouts for reports, presentations, campaigns, and digital platforms • Design and update marketing collaterals (e.g., brochures, posters, decks, social media cards) in line with PhilDev's brand guidelines Documentation and Asset Management • Assist in event documentation through photos and videos • Organize and label PhilDev's digital asset library (photos, videos, content files) Campaign Support • Participate in brainstorming sessions for social media, campaigns, and partner engagement • Support the team in content publishing, scheduling, and performance tracking • Help update or refine communication templates and tools Fundraising and Admin Support (as needed) • Assist in packaging visual and written content for donor decks, reports, or proposals • Assist in administrative and finance-related processes, including procurement documentation, vendor onboarding, invoice tracking, and liquidations for communications activities. • Coordinate with suppliers for printing or design-related procurement • Contribute to writing and editing funding-related stories when assigned Other Tasks • Perform additional communications-related functions as assigned by the Communications and Advocacy Officer and Marketing and Development Director/Executive Director • Perform other duties as assigned and provide wider support to PhilDev's development advocacy on education, innovation, and entrepreneurship.		

Skills / Qualifications:

- Bachelor's degree in Communications, Marketing, Multimedia Arts, Journalism, or a related field
- 1 to 2 years of relevant experience in communications, design, or marketing
- Experience in nonprofit or advocacy communication
- Strong writing, editing, and proofreading skills in English
- Proficient in Canva, Adobe Creative Suite, or other visual design tools
- Proficient in using Google Workspace tools (Docs, Sheets, Slides, Drive)
- Familiarity with digital communications and social media platforms
- Strong organizational skills and attention to detail
- Ability to work independently and with a team

Preferred:

- Background in photography or video editing
- Familiarity with donor communications or basic fundraising content

Interested applicants should submit their cover letter and CV to careers@phildev.org. Please use the following entry in the subject line of your email: Communications and Advocacy Assistant <Name of Applicant>.