

Vacancy Announcement

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| Position: | Communications Specialist |
| Report to: | Communications Manager |
| Location: | Remote work |
| Assignment type: | Full-time position |
| Languages required: | Burmese and English |
| Duration of initial contract: | One year |
| Closing date for application: | Until the position is fulfilled |

ABOUT THE LINQ FOUNDATION

The LinQ Foundation is a registered foundation based in Chiang Mai, Thailand, which seeks to create bridges and opportunities for support, sharing, and exchange between LGBTQ individuals, particularly from vulnerable communities in Thailand and Myanmar. We work closely with partners and networks at national, regional, and international levels to foster a shared understanding and respect of human rights and dignity, end discrimination and enable LGBTQ individuals to contribute to society to its fullest potential. The LinQ seeks to create a just, equal, and peaceful society in which the human rights of lesbian, gay, bisexual, transgender, and queer persons are respected, and LGBTQ+ persons live with dignity, free from discrimination or abuse.

The LinQ Foundation is seeking a committed and enthusiastic individual to join our team remotely as a Communications Specialist.

JOB BACKGROUND

Under the direct supervision of the Communications Manager, the Communications Specialist will implement high-quality digital media, film, and written content across various communication channels and platforms. The ideal candidate will be highly creative and excellent at storytelling and understand branding and media relations.

KEY RESPONSIBILITIES

Writing:

- Create well-researched, engaging articles, social media content, website copy, press releases, annual reports, and other marketing materials
- Develop content strategies for the organization's social media accounts.
- Work closely with other program to coordinate messaging and communication efforts.
- Prepare and distribute newsletters, and other communications campaigns.
- Oversee the organization's website and ensure the content is up-to-date and relevant.
- Perform regular monitoring of the effectiveness of communication work campaigns and provide reports with recommendations.

Multi-media and film production:

- Produce, edit and disseminate multimedia productions, including video and audio interviews and infographics.
- Manage film grants and media productions for external filmmakers
- Manage and support consultancy assignments for multi-media, films, stories and publications

Coordination:

- Act as a liaison between the organization and its stakeholders, including partners and beneficiaries.
- Support the management of events, workshops, seminars and film festival

Others

- Manage associated communications risks
- Other duty assigned by the supervisor

COMPETENCIES

- A self-starter with organizations skills
- Good interpersonal and effective communications
- Innovation and creativity
- Result oriented
- Integrity
- Strong problem-solving and critical-thinking skills

REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

- Degree-qualified in the field of communications or journalism or public relations, or related fields with 3+ years of experience in communications preferably in a non-profit or similar organization
- Writing experience is required
- Prior experience in videography and film production is a plus
- Familiarity with social media and digital marketing strategies
- Ability to manage and coordinate projects and events
- Experience working for LGBTQ+ communities to translate their needs into communications plans is an asset
- Good communication skills (written and verbal) in Myanmar and English
- Good organization skills and ability to work under pressure

SALARY AND BENEFITS

Competitive local salary commensurate with experience. Opportunities to engage with local, regional and international networks. Capacity building and training opportunities will also be offered.

HOW TO APPLY

Interested candidates who meet the above requirements are encouraged to submit their application to contact@thelinqfoundation.org with a cover letter, a comprehensive CV, and three referees (name/title/contact details).

Only shortlisted candidates will be contacted. Reference and background checks will be performed for successful candidates.

The LinQ Foundation is committed to an equal employment opportunity with diversity and inclusive principles. Qualified candidates are strongly encouraged to apply regardless of their gender identity, sexual orientation, religion or belief, or disability. The LinQ staff are required to sign and always adhere to the LinQ's code of conduct, non-discrimination policy, and other human resources policies.

LGBTQ+ individuals are encouraged to apply.