



VACANCY ANNOUNCEMENT

The Wildlife Conservation Society (WCS) is seeking for dynamic and highly motivated person for the following vacancy for WCS Myanmar Program.

Position: Communication Coordinator

Location: Wildlife Conservation Society Yangon office

MISSION

Wildlife Conservation Society saves wildlife and wild places worldwide through science, conservation action, education, and inspiring people to value nature.

VISION

Wildlife Conservation Society envisions a world where wildlife thrives in healthy lands and seas, valued by societies that embrace and benefit from the diversity and integrity of life on earth.

About WCS

The Wildlife Conservation Society, founded in 1895, currently works in 60 countries with over 500 conservation projects. WCS is operating in Myanmar since 1993 with 8 field offices and a team of 102 talented professionals driven by their passion for nature conservation. Our main activities include scientific research in the most remote areas of Myanmar, capacity building for the sustainable management of protected areas, and reduction in illegal wildlife trade. With your contribution we are seeking to further strengthen our capacity and impact.

Learn more about our activities on our website <http://myanmar.wcs.org> and social media pages: <http://twitter.com/WCSMyanmar> and <http://facebook.com/wcsmyanmar>

Terms of Reference

The Communications Coordinator is responsible for leading the Communications team and coordinating an effective media strategy to promote WCS activities, values and brand across Myanmar and overseas.

Main responsibilities:

- **Team Management**
 - Manage the work of one Communications officer and two interns.
- **Content creation**
 - Draft press releases and feature articles;

- Support project teams in developing media content for their project activities.
- **Media network building:**
 - Maintain and expand the network of contacts with traditional media outlets in Myanmar and overseas;
 - Address and follow up media inquiries.
- **Communication strategy development:**
 - Explore new initiatives for expanding the outreach and awareness of WCS Myanmar activities;
 - Support project teams in integrating a communications strategy into their individual projects;
 - Grow the audience of WCS Myanmar websites and social media pages;
 - Maintain WCS Myanmar database of media assets;
 - Ensure quality standards compliance and consistency of WCS Myanmar logo and communications products.

The successful candidate has a strong strategic thinking, assisting with the design and implementation of media-based strategies to increase public awareness and engagement on conservation issues. This position also requires outstanding management and reporting skills, attention to details and ability to leverage on a broad range of tools and networks to identify potential opportunities and reliably report project advancement. Passion for wildlife and/or conservation causes is an essential condition for this position.

In order to perform his/her duties, the Communications Coordinator may be required to travel within Myanmar for at least 5 working days every month.

WCS offers a competitive salary package commensurate to the applicant's skills and experience.

Required qualities and skills:

- Social Science/Communications Master's degree or equivalent. Holders of unrelated degrees can also apply provided that they prove their specific skills and demonstrate significant experience records in the communications sector;
- At least 5 years of experience in communications/PR;
- Experience in developing, managing and implementing effective communications/media projects;
- Ability to work independently as well as collaboratively with colleagues, individuals and organizations across a variety of sectors;
- Excellent analytical and communication skills;
- Excellent language skills (writing and speaking) in Myanmar and English language;
- Commitment to the mission and values of WCS, and willingness to understand Myanmar's role in addressing the existing conservation challenges;
- Ability to learn quickly, adapt to challenging situations and rapidly changing environments;

- Experience working with at least 2 popular content management systems;
- Understanding of major social media networks and their functioning;
- Understanding of online content marketing techniques;
- Understanding of user engagement monitoring tools and techniques;
- Passion for photography and photo-editing;
- Extrovert attitude and willingness to engage and socialize with diverse people;
- Shared set of values and interest in conserving Nature for future generations.

Please send a cover letter in English with your full English CV attached to

WCS Myanmar Program Office
No12(B21,22),Nanattaw Road
Kamayut Township
Yangon, Myanmar

Email to wcsadm7@gmail.com and wcsmyanmar@wcs.org

Please use the email subject [Comms – Your Name/Surname] to facilitate the shortlisting process.

Please note that incomplete applications will not be considered. Only short-listed candidates will be notified. We apologize in advance if we are unable to individually respond to all applicants not being shortlisted.

All information is collected exclusively for recruitment purposes

Closing Date: 24th March, 20167