**ATP employment announcement – Communications Officer**

**Company Overview:** The Asian Turtle Program was established in 1998 and incorporated into the Cleveland Metroparks Zoo/Cleveland Zoological Society's Asia regional program in 2003 working on the conservation of tortoises and freshwater turtles (TFT) in southeast Asia with a focus on Vietnam.

The aim of ATP is to establish a safe and sustainable future for Asian turtles, and to ensure that no further turtle species become extinct in the region. We implement strategic interventions that directly contribute to the conservation of Asian turtles, helping to ensure efficient use of limited resources, as well as developing capacity, strengthening leadership, and ultimately effecting positive attitudinal and behavioural change within society.

**Job Title:** Asian Turtle Program Communications Officer

**Location:** Hanoi, Vietnam

**Type of Employment:** Full time position

**Deadline of application**: 27 April 2014

**Start date**: May 2014

**Summary:** The Asian Turtle Program is looking for a Communications Officer to work closely with their national and international staff in order to strengthen the organisations public image and profile. She/he should have excellent communication and website management skills in order to produce and edit public relations material for the Asian Turtle Program’s website and social media profiles together with ATP’s project and senior managers. Strong written and verbal English language skills are required to maintain the website in both English and Vietnamese and in order to report to the ATP Program coordinator about the maintenance and development of the website. The Communications Officer will supervise and work closely with ATP interns to translate press releases and reports for publishing as well as developing public relation materials and reports with the ATP program coordinator.

**Key Responsibilities:**

Develop and maintain the Asian Turtle Program website

* Produce and distribute the Asian Turtle Program’s weekly bulletin and newsletters
* Produce and edit press releases and material for website in English and Vietnamese
* Contact media agencies for events or press releases
* Supervise Asian Turtle Program interns and staff regarding public relations material
* Support and develop communication activities related to projects in Vietnam
* Support management of social media for the ATP, e.g. Facebook and twitter.
* Assist the Asian Turtle Program coordinator in writing funding proposals and reports
* Assist with other Asian Turtle Program activities as required

**Skills & Qualifications:**

* Strong verbal and written English and Vietnamese language skills required
* Familiarity with website management (Dreamweaver) and graphic software (Photoshop) and publishing software (indesign) is prefered but not essential.
* Familiar with social media (Facebook)
* College degree in public relations, journalism or communications
* Excellent communication skills, confident and outgoing, ability to work closely with others, taking initiative
* Experience working in media or as a communications professionally
* Passionate with wildlife conservation
* Understanding of biology and conservation is prefered but not essential
* Computer literate (Excel, Word, PowerPoint)

Interested candidates should send their CV, cover letter and supporting documents to Ms. An at: anbui@asianturtleprogram.org no later than 27 April 2014, no phone contact please.

**For more information please visit our website: www.asianturtleprogram.org**

Asian Turtle Program

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