

Communications Coordinator

Duty Station: Ho Chi Minh City, Vietnam

Start date: 15 February, 2016

Application due: ongoing

Position Profile

The Communications Coordinator's responsibility is to enhance AIP Foundation's reputation and visibility. The role reports directly to the Communications Manager (CM) and will be the point person for the following communications: newsletters, press releases, websites, social media, English language editing, and campaign development and fundraising support. The responsibilities listed are inclusive, but not exhaustive, of the role.

Responsibilities

Communication materials

- Develop and update AIP Foundation's communication materials
- Create content for brochures, flyers, and other communication materials, including digital media
 - Work with our designer on layout and look of documents
 - Revise documents needed for reprinting, as necessary
- Provide writing and editing support for fundraising and Development campaign materials/messaging as needed
- Provide support on correspondence, presentations, and speeches

Newsletter

- Write AIP Foundation's monthly global newsletter
- Work with all country staff to collate articles and photos
- Ensure articles are evidence based, provide additional information, and tell an interesting story

Press Releases

- Write press releases

- Work with program staff to ensure the writing attracts media attention and tells an interesting story
- Coordinate internal translations

English editing

- Proof read and edit communications

Website and Social Media

- Update news on activities as they occur
- Check website content regularly for relevance and accuracy
- Upload all resources (press releases, reports, brochures, newsletters, annual report, presentations, campaign materials) as they become available
- Ensure website structure and format is user-friendly, informative, and covers all AIP Foundation activities and plans.
- Collaboratively manage and coordinate creation and update of web-content to ensure that content covers all AIP Foundation activities and plans. Keep up-to-date with all program activities and all development plans in target countries.
- Regularly update all platforms with recent news, AIP Foundation activities, relevant issues, interesting facts, and AIP Foundation publications
- Assist in the development of online campaign content
- Monitor partners, sponsors, and road safety stakeholders online media posts and share where relevant
- Provide social media report analysis

Qualifications

- University degree
- Native English speaker with excellent writing skills
- Experience in a similar role ideal but not necessary, graduate applicants are welcome
- Commitment to AIP Foundation's mission, vision and core values

- Ability to prioritize whilst managing expectations
- Excellent communication skills
- Ability to manage multiple projects
- Flexible attitude
- A professional individual with initiative
- Motivated and proactive

Contact and Deadline

- Please submit an expression of interest, resume. To access the application form, copy and paste this link into your browser: <https://podio.com/webforms/7146846/548163> or email: frances.massing@aipf-vietnam.org
- We will inform you before contacting your references.
- All applications will be carefully vetted, including working history and background checks.

About AIP Foundation

AIP Foundation is a U.S. 501 (c)(3) nonprofit organization addressing the pervasive and devastating rate of road crash injuries and fatalities in developing countries through a holistic set of programs, with a particular focus on helmet use. Our five-pillared strategy includes helmet provision (manufacturing, selling, and supplying helmets); public awareness campaigns; school-based and targeted population campaigns; technical assistance, particularly focused on legislative advocacy and helmet standards; and research, monitoring, and evaluation. Currently, AIP Foundation has a 50-person staff with offices in Hanoi and Ho Chi Minh City, Vietnam; Phnom Penh, Cambodia; Bangkok, Thailand; and Chengdu, China. AIP Foundation funders and partners include a wide variety of public and private donors, including the U.S. Centers for Disease Control and Prevention, FIA Foundation, Atlantic Philanthropies, Safe Kids Worldwide, The UPS Foundation, FedEx, Intel, Johnson & Johnson, and local government agencies. For additional information, please visit www.aip-foundation.org.