

COMPASIO RELIEF AND DEVELOPMENT

Job Title: Graphics and Media Production

Job Status: Full Time

Location: Chiang Mai or Mae Sot, Tak, Thailand

Works with: International Directors

Media & Communications Coordinator Role Description

The Media & Communications Coordinator is responsible for communicating Compasio's heart and ministry activities through a variety of media.

- Regularly collect stories and photos as needed, and publish to appropriate media.
- Pursue a variety of media resources and seek continuous improvement in communication strategy.
- Update Compasio's website once per month and email Compasio's eUpdate once monthly.
- Send stories to USA accounting to be used in communication with donors monthly.
- Find, tag, and post fresh material to Facebook, Twitter and other such tools on a weekly basis.
- Edit stories and photos to ensure all communications are of high quality and are expressing the heart of Compasio.
- Lead and contribute to various communications projects.
- Create display, promotional, support and communication materials as needed.
- Deliver one to four completed videos per year, with in-house talent or an arranged team.
- Store all communications material in an organized media (electronically when possible).
- Manage Compasio's photo storage library.

Essential Requirements Include:

- A Christian who can explain their personal Christian journey and understanding of the Christian faith.
- Experience in media and communications, and proficient with various adobe creative suite.
- Must have strong written communication skills.
- Must have strong organizations skills with the ability to multi-task.
- Must use discretion regarding when and how it is appropriate to take photographs.