



Tifa Foundation is an organization that promotes the realization of an open society through strategic partnerships with civil society at the local, national, and international level through a constructive engagement approach. Tifa Foundation works in Indonesia and places a high priority on protecting and improving the lives of marginalized communities. Tifa's values of openness, diversity, equality, and justice are the guidance of overall Tifa's work.

To expand our work, we are currently seeking:  
**Communications & Campaign Officer (CO)**

**Tasks:**

CO carries out managing the organization communication functions and developing the organization's communication and campaign strategies as well as maintaining the organization's digital presence through social media management. Aside from that, CO will also maintain the organization's public engagement, manage the organization's data & information center, existing libraries, repositories, and institutionalize the knowledge management processes within the organization's workflow.

**Responsibilities:**

1. Producing various forms of information and knowledge products based on the organization's work on a regular basis, including but not limited to infographics, podcasts/ video streaming, newsletter, and annual reports (creating content for communication and media campaign).
2. Manage both internal and external organization's communication and campaign strategy through various channels such as social media, website, and media networks
3. Facilitating the learning process of the organization and its partners on a regular basis together with the organization's staff (success story to deliver)
4. With IT, run the organization's knowledge management system, including the existing data and information center, library, and repository, and institutionalize the knowledge management process within the organization's workflow.

**Qualifications:**

- Bachelor's degree in communication/journalism with a minimum of 3 (three) years of work experience or other relevant education.
- Have ability to capture digital trends and skillfully utilizing them to expand the impact of advocacy campaigns.
- Have understanding the advocacy cycle and various advocacy strategies (lobbying, campaigning, media advocacy).
- Have experience in developing and implementing advocacy campaigns.
- Have working experience in the communication field that includes outreach and advocacy in civil society organizations or international institutions.
- Have experience writing for mainstream media and social media platforms.
- Have experience in producing conventional communication collaterals (annual reports, articles, press releases, etc.) and new media communication materials (podcasts, video, etc.)
- Have sensitivity in design and able to use mainstream design software.
- Proficiency in using English, both oral and written.
- Have knowledge of IT systems and adequate experience in handling and managing social media content.

Application closing date: **September 10<sup>th</sup>, 2024**

Please e-mail application letter and latest CV to: **recruitment@tifafoundation.id**

Please put position code and your name: **CO Your Name** as subject of your e-mail

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Tifa is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race/ethnicity, religion, gender, gender identity or expression, sexual orientation, disability, and age.