



## JOB DESCRIPTION

<b>POSITION TITLE</b>	<b>Communications Specialist (Ocean Program)</b>
<b>JOB TITLE</b>	Writer/Editor II
<b>JOB FAMILY</b>	Marketing
<b>JOB NUMBER</b>	90007
<b>SALARY GRADE</b>	6
<b>DATE</b>	July 2023

---

**SUMMARY** Yayasan Konservasi Alam Nusantara (YKAN) is a non-profit organization which was established in Indonesia in 2014. With the mission to protect lands and waters on which all life depends, YKAN provides innovative solutions for realizing harmony between nature and humans, through effective management, non-confrontational approaches, and building collaborative partnerships with all stakeholders for a sustainable Indonesia.

---

**YOUR POSITION WITH US** Communications Specialist writes and edits a variety of communications materials.

---

Communications Specialist writes and edits a variety of communication materials that educate and inform the public for branding purposes on Ocean program. They provide editorial advice, and expertise, and works with outside writers and related vendors. Their products may include articles/stories for the website, newsletter, op-ed, press release, flyers, fact sheets, reports, presentations, and other communications products.

**ESSENTIAL FUNCTIONS**

**Content Development**

- Makes use of print, broadcast and electronic media (online and offline) to secure Oceans' work coverage in the country
- Develops messaging and materials for special projects, events and issues in all Oceans' working sites for appropriate audience.
- Provides a wide range of communications materials from the field, including fact sheets, brochures, study guides, newsletters, magazine articles, slide shows and multimedia presentations and web content on a regular basis.
- Develops an online platform (box/other cloud tools) to manage Oceans' communications product materials in (e.g. leaflets, infosheets, film, photo etc.) so that they are easily accessible for the program.
- Supports site projects for effective and efficient lesson-learned document & communications to donor.

**Media Relations**

- Develops and implements media and public relations plans that support provincial, regency or country programs, cultivates local print and broadcast media & publicizes priority conservation issues
- Manages and maintain a good relationship with media network especially those in conservation issue.
- Manages output of local media publications for Oceans area.
- Provides releases in coordination with the Communications Division.

**Brand Management**

- Together with Communications Division, manages organization's branding reputation widely.

The Communications Specialist (Oceans Program) reports to the Indonesia Oceans Program Manager and is based in Jakarta.

---

**RESPONSIBILITIES  
& SCOPE**

- Manages and implements projects.
- Responsibility and accountability for meeting assigned project goals and objectives.
- May serve as team lead on assigned communication and/or media initiatives.
- Does not supervise staff but will coordinate the work of peers.
- Resolves issues independently within program area.
- Works independently without requiring detailed management review of general work.
- YKAN may, from time to time, assign the Employee to another location(s) in accordance with the requirements of the Employee's job description and/or YKAN's operational needs. The Employee agrees to work in such other work location(s) in Indonesia.

**MINIMUM  
QUALIFICATIONS**

- Bachelor's degree in related field and 5 years related experience or equivalent combination.
- Experience writing or editing one or more of the following: newsletter, magazine, annual report, web-site articles/stories, donor profiles, campaign brochures, funding proposals, fact sheets, presentations, or equivalent.
- Experience organizing and coordinating multiple projects.
- Excellent oral and written communication skills in Bahasa Indonesia and English.

**DESIRED  
QUALIFICATIONS**

- Bi-lingual skills appreciated.
- Multi-cultural or cross-cultural experience preferred.
- Experience implementing and measuring communication and engagement plans/strategies.
- Excellent writing and proofreading skills.
- Familiarity with communication technologies and best practices.
- Knowledge and application of current and evolving trends in relevant discipline.
- Experience leading or managing projects.
- May work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances

**ORGANIZATIONAL  
COMPETENCIES**

<b>Builds Relationships</b>	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
<b>Collaboration &amp; Teamwork</b>	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
<b>Communicates Authentically</b>	Communicates proactively and in a timely manner to share information, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
<b>Develops Others</b>	Takes ownership to help develop others' skills, behaviors, and mindsets to help them maximize their workplace contributions.
<b>Drives for Results</b>	Sets challenging goals and objectives based on a strong sense of purpose and high-performance standards and steadfastly pushes self and others for tangible results, while ensuring work-life balance. Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholder. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
<b>Leverages Difference</b>	

**Systems  
Leadership**

Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

---

*This description is not designed to be a complete list of all duties and responsibilities required for this job*