



Employer: Global Environment Centre (GEC) (www.gec.org.my)

Global Environment Centre is an internationally recognized non-profit organisation with global HQ in Malaysia - working in partnership with government and non-government groups globally and locally on environment and natural resource management issues. Our main focus areas on Integrated River Basin Management; Forest and Wetland Conservation; Climate Change; Awareness & Capacity Building. It is actively working in the rehabilitation of Selangor Peat Swamp Forests, River of Life project and support the establishment of coastal greenbelts for coastal protection and community livelihood. Regionally, GEC is involved in addressing the regional problem haze problem through the ASEAN Peatland Management Initiative.

Join a dynamic team and make a real difference to the world that we live in.

SENIOR COMMUNICATION OFFICER OUTREACH AND PARTNERSHIP PROGRAMME

Duty Station: Petaling Jaya/Kuala Lumpur

Responsibility of Position:

- In charge of GEC communications, PR and media linkages and partnerships.
- Help to develop collaboration with national and regional media outlets i.e. media relations (print, electronic and social media).
- Assist in developing content for social media and website, story development, marketing communications and promotion.
- Assist in fundraising activities, including the development of sales and marketing of GEC merchandise and community products programmes
- Help to organise awareness campaigns, events or workshops.
- Support information exchange and networking activities of different programmes including:
 - Supporting implementation of projects related to networking and information exchange; environmental management and community involvement.
 - Copy writing
 - Maintaining library and photo reference collections
 - Facilitating electronic discussion groups

Job Requirements

- Degree or diploma in public relations or communications or relevant field
- Minimum 5 years relevant working experience
- Fluent in English & Bahasa Melayu with good writing skills; other relevant languages an advantage.
- High degree of competency in Microsoft suite of programs and internet use
- Working experience in communication, media and outreach would be an advantage.
- Experience with updating website and graphic design/image editing using Adobe is helpful.
- Knowledge of or interest in environmental issues would be an advantage
- Experience in information exchange, networking and database.
- Self-motivated and able to work both independently and in team
- Pleasant personality with good public relation skills

Apply to

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