



JOB DESCRIPTION

Communications Officer (Maternity Cover)

Team: Communications

Status: Full time (7 months Maternity Cover)

Commencing: July 2015

Job Context

Blue Dragon Children's Foundation is a grassroots Australian charity reaching out to children in crisis throughout Vietnam. Blue Dragon kids are street kids, children with disabilities, and children who have been trafficked or are at high risk. Our primary aim is to rescue kids from danger, reunite them with their families when we can, and provide all the services needed for recovery and growth. Blue Dragon operates five programs throughout Vietnam, and has a staff of 68 situated in Hanoi and Hue.

The Communications Team is responsible for public relations, communication products and developing strategies to increase engagement with Blue Dragon. The Team works with the Fundraising Team, supporting their work to increase Blue Dragon's income and broaden the funding base. The team comprises two Communications Officers and a Communications Manager.

Blue Dragon provides equal employment opportunities for open positions to all qualified persons without discrimination or harassment. Blue Dragon will make reasonable job accommodation for persons with disabilities who can perform the essential functions of the position for which they are qualified and selected.

Key Objectives

- Ensure the smooth running of Communication Team
- Coordinating and managing in-kind donations, volunteers, sales products and the print and production needs of the team
- Supporting public relations activities and events, including hosting visitors and organising local events

Reporting

The Communications Officer reports to the Communications Manager.

Duties and Responsibilities

Public Relations

- Facilitate all logistics for visits from tour groups
- Ensure smooth running of visits and all associated administration
- Assist with hosting visitors, including school visits
- Improve the environment for visitors including the development of supportive products
- Assist to organise and manage local community, fundraising or CSR events

Printing and production

- Coordinate the publication of Blue Dragon promotional material, including liaising with design partners and external printers
- Manage the production and inventory of Blue Dragon sales products, and distribute to sales outlets and events
- Support fundraisers and other teams with sales products and collateral

In-kind donations

- Manage the donor relationship aspect of in kind donations
- Liaise with Administration on logistics of accepting and distributing donations
- Maintain wish list and regularly update

Volunteers

- Manage the volunteer email account and be the first point of contact for all volunteers
- Take responsibility for unusual cases or short-term volunteers
- Liaise with Administration on volunteer processing.
- Arrange volunteer meet-ups twice a year

Administrative

- Carry out administrative tasks, including purchasing and mailing
- Make travel arrangements when required
- Take primary responsibility for the office phone
- Collect, update and distribute program activity statistics

Other

- Participate actively in team meetings by identifying needs and problems and initiating solutions and improvements
- Carry out other tasks as requested by the Communications Manager

Selection criteria (must be demonstrated in written applications)

- Vietnamese national
- Excellent English language skills, both written and oral
- Experience in a busy multi-faceted office environment
- Experience in managing databases, customer relations and/or product development preferred
- Demonstrated commitment to Blue Dragon's values
- Experience in working in a non-profit environment preferred

- Ability to work independently, set priorities and complete work accurately and timely
- Desire and proven ability to work as part of a team