



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in a fun team with a great passion for helping others? The Child's Dream Regional Office in Chiang Mai, Thailand is seeking an ambitious

## **Assistant Communication & Marketing Coordinator**

**Starting date of position – as soon as possible**

Together as a team, we at Child's Dream are here to empower people in the Mekong-Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and young adults for sustainable development.

Our Regional Communication and Marketing Team needs your support to keep existing donors up to date about our work, maintain relationships with our fundraising partners/platforms – maintain up-to-date info, and attract new donors so that we can empower even more people and communities.

### **Your duties and responsibilities include but are not limited to:**

- Prepare convincing school building and other educational infrastructure proposals and final reports
- Coordinate with our colleagues in the field to collect and validate information on various educational infrastructure projects
- Update external documents, including marketing materials and fact sheets
- Timely content uploads on the website
- Assist with occasional online research for the programme
- Support the Communication and marketing team with day-to-day tasks

### **We are seeking for a person who meets the following criteria:**

#### **Education and work experience**

- A strong interest in working for an NGO and to contribute to our vision and mission
- A bachelor's degree in communication, marketing, public relations, business administration or equivalent professional experience
- Entry-level individuals interested in gaining experience in the NGO/social development sector are encouraged to apply

#### **Hard skills**

- A strong aptitude for proposal and report writing
- Proficient in Microsoft Suite including (Word, Excel, Power point, E-mail)

**Soft skills**

- Ability to work with multi-cultural work environment
- Creativity and a critical mind
- Excellent communication skills (verbal and written) and interpersonal skills
- Great attention to detail
- Excellent organisational and time-management skills
- Ability to keep a level head in stressful times and in a complex working environment

**Language skills**

- Highly proficient written and verbal English language skills

**What we offer:**

- A full time position in our office in Chiang Mai, Thailand with an unlimited contract
- A multicultural working environment with more than 14 nationalities in the region
- A working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- The salary will be based on the relevant work experience, skills, and knowledge, plus monetary and non-monetary benefits

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two references) to [nyein@childsdream.org](mailto:nyein@childsdream.org).

The application deadline is **28<sup>th</sup> April 2024**.

We will of course confirm that we have received your application and get in contact with you again if you are selected for an interview.