



**Just Economy and Labor Institute (JELI)
Labor Organizer**

JELI IS HIRING!

Just Economy and Labor Institute (JELI) is a non-profit organization working to promote social justice and ensure the protection of labor rights in Southeast Asia by empowering workers & working-class communities, and producing strategic research for campaigns and policies aimed at achieving a just economy and society. We support workers and labor organizations by offering educational and capacity-building programs. We also partner with rights-based organizations that share our vision and mission to conduct research and propose policy recommendations aimed at achieving economic and labor justice.

Open to External Candidates

Position Title	: Labor Organizer
Official Duty Station	: Bangkok, Thailand (Temporarily work from home)
Classification	: General Service Staff This is fixed term contract ending 31st December 2024 with a possibility of extension (decision on new funding expected in the beginning of 2025)
Salary	: 25,000-30,000 THB
Estimated Start Date	: March-April 2024
Closing Date	: 18 March 2024

Employee benefits and welfare: Cost of Living or Social security (i.e. section 33) contribution; work-related expenses such as internet or telephone and travel expenses are reimbursed.

Main Duties and Responsibilities:

- Conducting field activities to collect data.
- Collaborate closely with JELI's team and grassroots organizations.
- Documenting, writing/summarizing, editing, proofreading and formatting copy including creating, developing and producing field activity reports in both Thai and English.
- Gathering, maintaining, updating and managing, monitoring the JELI's Facebook page and other social media platforms—including collecting stories, photos, videos and other items from team members and field activities to post.
- Monitoring and assessing new trends/demands in labor movements in Thailand and neighboring countries as well as providing regular updates to be embedded in narrative reports for donors.
- Drafting official correspondence or response letter/email.
- Develop and manage online campaigns, including efforts to mobilize partners, such as NGOs, CSOs, unions, and other grassroots organizations to participate and amplify JELI's campaign/activity messages and objectives
- Coordinate with media and journalists as well as designing professional quality materials such as posters, flyers, banners, reporting formats, and other relevant communications materials.

- Develop and manage offline and online campaigns, including efforts to mobilize partners, such as NGOs, CSOs, labor unions, and other grassroots organizations to participate and amplify JELI's campaign/activity messages and objectives.
- Handle logistics and administrative tasks according to several funders' expense policies.
- Regularly attend team meetings and relevant calls.
- Perform other duties as assigned, such as, working to publication production timelines including working alongside visual designers, copywriters, video producers and external agencies.
- Perform other supportive duties, such as, gather information for relevant projects/communities for publication; prepare accurate qualitative and quantitative reports on time; organize internal status update meetings, resource person/organization discussion, stakeholder engagement includes meeting with and conduct interviews with media personnel or key informants or other activities; provide relevant resources and documents as needed.

Required Qualifications and Experience

- Bachelor's degree, preferably in Communications public relations, journalism or equivalent.
- Experience in labor-related activism, workplace organizing or community organizing will be preferable
- Possess great degree of inter-personal skills and team player mentality.
- Excellent speaking, writing and communication skills both in English and Thai is *preferable but not a must*.
- Familiarity with labor unions, especially well understanding of migrant workers' context in Thailand, progressive issue advocacy organizations, community organizations, and political campaigns.
- Must be resourceful and take initiative even when given minimal directions and a strong communicator who works well independently and with the JELI team.
- Microsoft Office suite, video conferencing platforms, social media platform, database management software, WordPress, and internet proficiency required
- Capacity to adjust to short-term change quickly and flexible working hours
- Passion about economic justice and belief in gender and social equality.
- Thai Citizenship

How to apply:

Interested candidates are invited to apply via online application form: <https://forms.gle/wxjg6HoViHeSQ2kx8>

Please note that your application should include: Curriculum vitae with expected salary.

Please ensure that your application is completed with the above-mentioned documents. As a general rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

Online application form: <https://forms.gle/wxjg6HoViHeSQ2kx8>
