Terms of Reference (ToR)
Program Communications Officer

About
Coral Triangle Center (CTC) is a foundation based in Indonesia with regional scope and global impact. Established in 2010, CTC works closely with local communities, private sector, governments, and partners to strengthen marine resource management in the Coral Triangle to protect coral reef ecosystems, ensure sustainable livelihoods and food security.

We support on-the-ground conservation in Bali, Maluku, as well as in Timor-Leste. We lead learning networks of women leaders, local government executives and marine protected area practitioners in Indonesia, Malaysia, Philippines, Papua New Guinea, Solomon Islands, and Timor-Leste. We are developing our Center for Marine Conservation in Bali as an integrated learning space for training programs, outreach activities, interactive exhibits, and artistic and cultural performance to influence millions of people to care for our oceans and those who depend on it.

We at CTC continue to work towards our aim to inspire people to care for the oceans. Since our establishment in 2010 until 2022, we have protected 387,000 hectares of critical marine habitat. We have trained more than 7,000 people to support marine protected areas and sustainable fisheries management throughout the Coral Triangle region. More than 17,000 people have visited our Center for Marine Conservation, many of whom have been inspired to take direct action to protect our oceans. In the last three years, we reach an average of 200,000 people annually to care for our seas via our social media channels. In 2022, we started our monthly children’s education program and engaged more than 500 school children in Indonesia to become future stewards of our planet.

Essential Functions
The Program Communication Officer will play a strategic role in ensuring the development of high quality and technically sound communication materials for external and internal audiences. He/she will report to the Regional Communications Coordinator to ensure that CTC’s communication products support the overall mission and vision of the organization while catering to the specific audience and stakeholders of each department. He/she will also support CTC’s outreach and community activities to further spread the message of marine conservation to a wider audience.
Duties & Responsibilities:

1. Develop and implement communication activities for CTC’s Core Programs such as Training and Learning, Learning Sites, Learning Networks and Cross Cutting programs.
2. Develop communication products, implement communication activities and ensure that communication for CTC’s projects align with CTC’s overall branding strategy.
3. Support the implementation of CTC’s overall branding strategy and help expand CTC’s brand presence across various audiences.
4. Support CTC’s media outreach activities and help maintain good relations with media partners.
5. Support the development of CTC’s Monthly E-newsletter.
6. Support CTC’s outreach and events activities as needed.
7. Assist in translating communication materials from English to Bahasa Indonesia and vice versa.
8. Support the development of project proposals and other fundraising activities.

Qualifications:

• University Degree in a related field. A Master’s Degree is a plus.
• At least 3-5 years working experience in developing and implementing communications strategies for non-profit or development organizations.
• Proven experience in delivering high-quality communications materials.
• Familiar with marine conservation, community development, and sustainable fisheries issues.
• Previous working experience with multilateral and international aid agencies.
• Excellent communications and interpersonal skills.
• Trustworthy and pays attention to detail with high degree of accuracy and organized in work.
• Ability to resolve complex issues that involve multiple program areas.
• Ability to meet set target and work independently.
• Ability to work effectively under pressure and meet deadlines.
• Fluency in English and Bahasa Indonesia is a must.
• Willing to travel to project sites.

Please send your CV and application letter to: hrecruitment@coraltrianglecenter.org (Closing date for application: 16 July 2023)