



Inspiring People Saving Oceans

## **Terms of Reference**

### **Multimedia Communications Officer**

#### **About CTC**

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 20,000 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 **Multimedia Communications 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 work closely with the Regional Communications Manager to ensure that CTC's communication products support the overall mission and vision of the organization in alignment with Branding Strategy while catering to the specific audience and stakeholders of each department.

The **Multimedia Communications Officer** will also play a key role in managing CTC's social media platforms and help broaden its social media presence to a wider audience. 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 outreach and communication products for CTC's departments specifically the Executive Office and CTC's Center for Marine Conservation.
2. Write, develop, and produce CTC's Monthly E-newsletter in collaboration with team members.
3. Develop content and manage CTC's social media channels
4. Develop and implement strategy to increase CTC's social media followers
5. Assist in CTC's public education, community outreach activities, and events
6. Assist in translating communication materials from English to Bahasa Indonesia and vice versa
7. Assist in developing CTC's quarterly reports and annual reports
8. Assist in managing CTC's websites (CTC organizational website, CMC website, Escape Room website)
9. Support the development of CTC's communication, knowledge management, and MEL database
10. Support communication and editing materials for the Executive Office

**Qualifications:**

- Should have a University Degree in a related field.
- Experience in developing and producing communications products i.e. videos, posters, brochures, newsletters.
- Familiar with marine conservation issues in Indonesia and the Coral Triangle.
- Good communications and interpersonal skills.
- Trustworthy, attention to detail with high degree of accuracy and organized in work.
- Ability to meet set target and to work independently and in a team setting.
- Good level ability to communicate in English, both spoken and in written.
- Proficiency in various design, communication, and social media software and applications.

The position will be based in Bali. Evening and weekend work to achieve program goals may be required.

Please send your CV through email: [hrecruitment@coraltrianglecenter.org](mailto:hrecruitment@coraltrianglecenter.org)

**Closing date for application: 24 June 2024**

**Coral Triangle Center is an Equal Opportunity Employer**