

Terms of Reference
Field Communications Officer
Ambon

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.

Since our establishment in 2010 until 2024, we have protected more than 435,000 hectares of critical marine habitat. We have trained more than 8,000 people to support marine protected areas and sustainable fisheries management throughout the Coral Triangle region. More than 27,000 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.

Essential Functions

The **Field Communications Officer** will play a strategic role in ensuring the development of high quality and technically sound communication materials for external and internal audiences for the Maluku Portfolio. He/she will also support the development of communication products, and conduct outreach and community activities to further spread the message of marine conservation to a wider audience.

The **Field Communications Officer** will work closely with Banda Sea Project Manager, Maluku Portfolio Manager, and 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. He/she will provide timely contributions to CTC's communication channels (social media and newsletters) and engage with local media.

The **Field Communications Officer** will also play a key role in project reporting, contributing to the completion of quality activity and donor reports in close coordination with CTC's Knowledge Management Team and Monitoring, Evaluation, and Learning Coordinator.

Duties & Responsibilities:

1. Develop outreach and communication plan for key programs in CTC's Maiuku Portfolio
2. Develop communication products (videos, posters, flyers) for CTC's Maluku Portfolio in collaboration with CTC's Communications Team
3. Document CTC's program activities under the Maluku Portfolio with photos, videos, meeting notes
4. Write case studies and lessons learned documents
5. Write updates for CTC's Monthly E-newsletter in collaboration with team members.
6. Provide regular materials to be used in CTC's social media channels
7. Lead in public education, community outreach activities, and events in Maluku
8. Assist in translating communication materials from English to Bahasa Indonesia and vice versa
9. Assist in developing activity reports, donor reports, and CTC's quarterly reports and annual reports
10. Support CTC's knowledge management and MEL database system
11. Support CTC's media engagement and liase with local media in Maluku

Qualifications:

- University Degree in a related field.
- Experience in leading environmental communications activities in an NGO or non-profit setting
- Experience in developing and producing communications products i.e. videos, posters, brochures, newsletters.
- Proficiency in various design, communication, and social media software and applications.
- 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.

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

This position will be reporting to: Regional Communications Manager

Please send your CV and cover letter through email: hrecruitment@coraltrianglecenter.org

Closing date for application: applications accepted until position is filled