

IDPC Asia Part-time Communications Consultant

Supervised by: IDPC Asia Programme Officer and Regional Director: Asia

Purpose: To enhance IDPC Asia's online presence by supporting communications work around the weekly dissemination of the Asia-Pacific news digest and sharing of IDPC's work in Asia via social media.

Duration: 3-month contract on a part-time basis. Preferably starting in October 2022.

Consultancy Fee: USD 400 per month

Location: Remote working, preferably based in Asia

Duties:

- To keep the IDPC Asia Twitter account up to date with the latest news on drug policy developments in Asia and the work of IDPC in the region.
- To compile and disseminate the weekly Asia-Pacific news digest via Mailchimp.
- To create short video excerpts from online webinars and Facebook live chats to disseminate highlights and key messages.
- To assist with creating and disseminating social media posts for an online communications campaign.
- To assist in developing strategies to reach out to wider audiences.
- Other related duties as required.

Profile:

- Experience and/or interest in issues relating to human rights, women's rights, gender equality, harm reduction and decriminalisation as it relates to drug policy in Asia, and in communications work.
- Excellent knowledge of Facebook and Twitter.
- Excellent spoken and written English, and preferably at least one language from the Asia region.
- Excellent IT skills, including strong working knowledge of MS Office (Word, Excel), video editing and graphic design software or platform.
- Strong interpersonal and communications skills.
- Ability to multi-task and work autonomously.

Please send a CV and 1-2 paragraphs outlining why this experience is of interest to you to Unchisa Eaimtong, Asia Programme Officer (ueaimtong@idpc.net). The deadline for applications is Monday, 3 October 2022. Shortlisted candidates will be invited to complete a simple task and an interview to take place soon after the application deadline.