

Job Description: Communication Engagement Officer

April 2018

OVERVIEW

The Community Engagement Officer is part of WAO's advocacy team, which advocates for an end to domestic violence and gender discrimination by influencing laws, policies, practices, and public attitudes.

The Community Engagement Officer builds and maintains relationships with WAO members, WAO volunteers, and members of the public – to mobilise productive volunteers, raise funds, and raise awareness.

KEY RESPONSIBILITIES

Raising awareness (30%)

1. Organise and manage initiatives to engage members of the public "in-person".
2. The initiatives aim to: improve capacity of individuals to respond to domestic violence and gender discrimination; and recruit members, volunteers, and raise funds for WAO.
3. Examples initiatives include: mobile information booths, interviews, talks, workshops, etc.
4. Coordinate production of collaterals and materials for in-person engagement.

Fundraising (30%)

1. Assist in fundraising initiatives, particularly fundraising from individuals.
2. Examples of initiatives include crowdsourcing campaigns, fundraising events (e.g. dinners).
3. Develop systems to improve effectiveness of fundraising from individuals.
4. Explore and recommend other initiatives to increase fundraising from individuals.

Engaging volunteers (30%)

1. Recruit volunteers to support WAO's work in advocacy, services, fundraising, admin, etc.
2. Organise volunteers, including coordinating between volunteers and the relevant WAO staff.
3. Support, motivate, and manage relationships with volunteers.
4. Maintain a volunteer database, including keeping track of volunteer progression.
5. Towards these aims, make use of the following (and other) mechanisms when appropriate: organise orientations, study sessions and other events; coordinate "WAO Conversations"; manage and use the volunteer email list.

Other (10%)

1. Assist in general office duties: reception, answering calls, taking down messages, etc.
2. Carry out other duties or directions relevant to WAO's mission.

QUALITIES

1. Committed to feminist principles and WAO vision, mission, and core values.
2. Ability to build and manage relationships.
3. Strong writing and speaking skills, including English and Bahasa Malaysia.
4. Has knowledge of (and committed to develop expertise in) women's human rights, violence against women, and domestic violence.
5. Track-record of completing high quality work.

A combination of education, work experience, and training can demonstrate these qualities. E.g.: a Bachelor's degree and two or more years of relevant work experience. Candidates with outstanding track record with limited work experience are also encouraged to apply.