



Marketing, Communications, Knowledge Management Coordinator
Job Description
Full Time Position

Organization Description: Global Seed Savers/Philippines (GSS/P) is a growing international development non-profit organization committed to building hunger free and healthy communities with access to sustainable farmer produced food and seeds. We are composed of passionate and mission driven individuals who believe in the power of community development and are committed to making a better world for our farmers and partner communities. You can learn more about us via our website: www.globalseedsavers.org.

Job Description/Responsibilities: As a growing organization we are seeking a skilled communications and marketing staff member to design and implement a communications and marketing strategy and plan that will continue to raise awareness and support for our work. We are seeking an exceptional, detail-oriented, and committed team member interested in non-profit administration, communications, and marketing management.

We are a small and growing team and this person will work in close collaboration with both our Executive Director's in the Philippines and the US. This person will also work with all team members and partners to gather needed communications materials and content.

Specific Job Responsibilities

Communications and Marketing Roles:

- Design and implement the organizations communications strategy considering the wide and diverse audience the communications are targeted at. (US Donor audience and Philippines Participants/Potential Donors).
- Participate in the design, creation, and execution of all organizational campaigns.
- Design creative content to publish on social media platforms, as well as graphics for campaigns, events, and other needs.
- Lead the website redesign and content update process.
- Manage all social media platforms for the organization (platforms include Facebook/Instagram/Twitter/YouTube/Vimeo)
- Cultivate and expand GSS/P Social Media Network;
- Become an advocate for GSS/P in Social Media spaces, engaging in dialogues and answering questions where appropriate.
- Run monthly analytics on all the social media platforms to measure advances and growth.
- Design, implement, and execute the organization's e-newsletters (Constant Contact).
- Manage the revamp and launch of an updated website for GSS/P by Q2 2021.
- Organize all the photos, stories, and content from the field in our shared drive.



- Work in close collaboration with Executive Directors to design and create all printed and online marketing materials including but not limited to: annual report, brochures, business cards, letterhead etc.
- In addition, other duties as assigned by the supervisor including minor administrative tasks and program assistance may arise.

Knowledge Management:

- Work closely with Executive Directors to ensure all monthly reporting is accurate and completed. This includes but is not limited to Financial Reports, Program Reports etc.
- Organize files and databases of organization for ease of shared use by team members.
- Develop and implement standard organization wide naming convention for all files in shared folders.

Qualifications: Previous communications and marketing management experience preferred. Ideal candidates will be proficient in using graphic design programs such as: Adobe Photoshop, Adobe Illustrator, Canva, Publisher. In addition, non-profit/NGO experience is a plus. Applicants must be proactive, detail-oriented and able to manage time and work effectively without close supervision. Excellent organizational, writing, and verbal skills required. Interest and understanding of our mission and vision and programmatic work are a bonus but not required. Ideal candidates will be based in Baguio City.

Salary Range: Global Seed Savers/Philippines is seeking a highly qualified candidate and able to negotiate a salary range between 22,000-24,000 PHP a month.

To Apply:

Please submit your resume and cover letter detailing your applicable experience and qualifications to Global Seed Savers Hiring Team at info@globalseedsavers.org. In addition, please submit a short writing sample and a digital artwork sample.

Please direct any questions regarding the position to info@globalseedsavers.org.

Position will remain open until the right candidate is found.

Ideal hire date will be early March 2021.