

Communications Officer / Senior Officer

About the post

Reporting to the Co-Directors and Head of Communications of CHAT, the Communications Officer / Senior Communications Officer will be responsible in managing, organizing and creating content consistent with CHAT marketing and communications strategy, supervise and implement all forms of communications to external press, public, members, donors and strategic partners and collaborators.

Main duties

The Communications Officer / Senior Communications Officer will be expected to:

- Collaborate with management to develop and implement an effective communications strategy based on our target audience which includes both local and international constituencies; and
- Write, edit, and distribute content, including promotional publications, press releases, website content, speeches, and other marketing material that communicates the organization's activities, products and/or services; and
- Respond to media inquiries, arrange interviews, and act as an ambassador for the organization; and
- Establish and maintain effective relationships with journalists, and maintain a media database; and
- Seek opportunities to enhance the reputation of the brand; and
- Maintain records of media coverage and collate analytics and metrics.
- Manage and maintain CHAT's subscriber database; and
- Assist with developing cross-promotional partnerships and collaborations with key arts and business organizations, creative professionals and advertising/ PR consultants; and
- Support the Communications Team on daily administration and operation tasks; and
- Support the Curatorial Department in developing creative marketing content for prints, digital and social media platforms; and
- Proficiency in design and publishing software.

You should have/be:

- Possess a Bachelor's Degree in Marketing/Communications/Mass Media or a related field is preferable.
- Minimum of 2 year working experience in marketing firms, advertising agencies and possess extensive knowledge of marketing and public relations strategies and have executed successful marketing strategies in previous job experience. High interest in arts/cultural field or relevant experience in marketing similar organizations would be highly valued.
- Exceptional communications skills (oral and writing skills) in English and Chinese.
- Competent editing and troubleshooting skills.
- Team player with proactive attitude, strong leadership and people management skills.
- Strong interest in digital communication and marketing strategies on social media and other digital platforms.

- Has a strong network with media representatives and external marketing professionals would be highly valued.
- Ability to manage multiple tasks and complex projects to meet deadlines.
- Flexibility for being required to work in off hours, weekend and public holiday from time to time as deemed necessary.

TO APPLY FOR THIS POSITION

Qualified candidates should email their cover letter, CV, expected salary, names of 2 references with contact information to hr@mill6chat.org

*The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within **six weeks** may consider their applications unsuccessful.*