Position available

Communications Coordinator

About CSDS
The Center for Social Development Studies (CSDS) is a research center in the Faculty of Political Science, Chulalongkorn University that produces interdisciplinary critical research on innovative, inclusive and sustainable regional development in Southeast Asia. We seek to engage in policy-making through undertaking research in partnership with those facing development challenges, collaborating in research, policy and academic networks, and by sharing our research publicly. We support young and mid-career researchers and public intellectuals via the Master of Arts in International Development Studies (MAIDS) program, the Graduate Research in International Development (GRID) program, and the Faculty of Political Science, and through our fellowship programs and internships. Since January 2018, we also host a Chulalongkorn University Center of Excellence on Resource Politics for Social Development. Further details on our work can be found at www.csds-chula.org.

The position
We are currently seeking a Communications Coordinator. This is a full-time position, to be based in our office within the Faculty of Political Science, Chulalongkorn University. The position is open to Thai and non-Thai applicants. For the selected candidate, if non-Thai, we are able to offer a Thai visa and work permit. Appropriate training will be provided as needed.

The primary responsibilities of the position are:

- Develop and implement a communication strategy for CSDS
- Evolve and manage our website, social media and related projects
- Prepare a range of communication materials including: webpages, blogs, press releases, policy briefs, events promotion and reports, and social media postings.
- Respond to enquiries that relate to our public communication work
- Support the organization of events, including conferences, seminars and workshops
- Manage our photograph and contact databases
- Edit materials when necessary
- Transform research documents/materials into appropriate public communications

The communication coordinator may also be involved in supporting research conducted by CSDS. We are also open to applicants whose strength is research, with some experience of communications work.
**Who we are seeking**
The ideal candidate will be the following:

- You are dynamic and self-motivated who is equally comfortable working individually, as a part of our team, and with a wide range of our partners.
- You hold a Master-level degree in a field relevant to the work of CSDS, or have equivalent experience.
- You have a proven track record working in a communications role, including developing strategy and managing websites (we use SquareSpace; training will be provided if needed) and social media (Facebook, Twitter and Instagram).
- You have an excellent command of spoken and written English.
- You are familiar with Southeast Asia, and the issues upon which CSDS works.
- You have some experience working within a university or research institute environment.
- You are keen to learn new things and to continue to develop your skills and experience.
- You are organized and able to manage multiple tasks efficiently, including experience organizing the logistics of meetings.
- You are comfortable to multi-task.
- You are able to travel around the region for events or research projects.

**Submit your application**
Please submit your short CV (maximum 2 pages) and a cover letter explaining your motivation and why you are suitable for this position to csds.chulalongkorn@gmail.com. Please also provide a short example of your written work in English that has not been edited by others.

**The deadline for submission is 5 pm on Thursday 17th May. The position will be available immediately, although we are open to a later start date for the selected candidate.**

Only short-listed candidates will be contacted.

CSDS is an equal opportunities employer, and we welcome applications regardless of gender, ethnicity, age, disability, sexual orientation or identity.