**Visibility and Communications Officer**

**Position Summary**

Asia Pacific Research Network seeks a capable communicator who will be responsible for in performing the entire spectrum of Information, Communication, and Education (IEC) work within the Network and outside.

The Visibility and Communications Officer (VisCom Officer) manages the internal and external communications of the Network including the creation and production of digital and print IEC materials. He/She ensures the implementation of policies governing internal and external communications and the Strategic Plan of the Network. He/She also manages media and digital engagement up to the regional level, particularly on policy advocacy. The VisCom Officer leads the design, development, and dissemination of high-quality visibility and communications materials, ensuring compliance to the style and branding of the Network and the European Union.

**Essential Functions**

*Information and Education*

* Gather data relevant to the Program on Pro-People Economy and Trade and the Program on Building Democracy and Claiming Civic Spaces
* Build and maintain an information database from desk work on Trade and Development, Regional Integration and Connectivity, Peace and Security, Natural Resources, and Development Effectiveness
* Maintain awareness on the Network members’ activities on the abovementioned themes
* Periodically solicit photos and articles from Network members on their campaign initiatives and policy engagement

*Communications*

* Manage the content and production of the quarterly newsletter
* Assist Programs in the production of manuals, discussion papers, policy briefs, and other publications
* Regularly monitor staff email to ensure that external correspondence is addressed
* Support the Communications Team in creating, editing, and posting creative content on social media and the Network website
* Regularly monitor social media metrics and assist the Team in the monthly analysis
* Expand digital dissemination outlets for information-sharing such as websites, social media, visualizations, infographics, emails, listservs, among others.

*Media Relations*

* Develop and implement media strategies to expand APRN’s visibility and reach
* Lead in terms of media inquiries, review of press releases, and relevant news coverage monitoring