

Function Card

Form INK-10-05-01

Role	Communications Officer		
Unit	Impact	Manager	Communications Coordinator
Version	1.0-2025		

JOB SUMMARY

The communications officer - copywriter reports directly to the communications coordinator and is responsible for developing and publishing written outputs on various programs and interventions of the organization.

KEY RESPONSIBILITIES

Key Work Outputs	% of work time	Key Activities
Content Development and Writing	80%	<ul style="list-style-type: none"> • Develop meaningful and impactful written outputs on various issues, activities, and campaigns of the organization. • Develop content along with the whole communications unit to surface pressing issues regarding the informal sector's struggle. • Develop press releases and liaise with media outlets and organizations regarding pressing campaigns and issues of communities. • Work with the programs and knowledge departments in developing content related to programs and research published by the organization.
Technical and administrative support	10%	<ul style="list-style-type: none"> • Contributing to the program's periodical reporting and review • Supporting the organization's events whether through logistical or administrative means • Supporting the program's financial, logistical, and material requests
Standard responsibilities of all positions	10%	<ul style="list-style-type: none"> • Other responsibilities may be assigned occasionally in the exigency of service to enable the program, unit, and Inklusibo to fulfill

		<p>their commitments.</p> <ul style="list-style-type: none">● Complying with Inklusibo’s policies, procedures, and standards● Updating the level of competencies through various learning approaches such as but not limited to on-job coaching, mentoring, online courses, etc.
COMPETENCIES		
Education	Bachelor’s degree in communications, development communication, journalism, creative writing, humanities, or social sciences	
Training	Relevant training and exposure to communications work, social and behavior change communication, copywriting, and other writing-related training.	
Experience	1-5 years of experience in copywriting or writing work.	
Functional competencies	<ul style="list-style-type: none">● Understanding of the VMGs, core standards, and strategies of Inklusibo● Fluency in English or Tagalog language● Understanding of Inklusibo’s policies, standards, and processes	
WORK CONDITIONS		
Work modality	Hybrid work with occasional field integrations	
Internal contacts	Board of trustees, management committee, staff	
External contacts	Network, partners, and researcher counterparts in various organizations	
Tools	<p>Laptop, mobile phone, internet connection, messaging applications.</p> <p>Inklusibo uses Google Workspace as the main operational tool.</p>	