

Function Card

Form INK-10-05-01

Role	Communications Officer (Multimedia)		
Unit	Impact	Manager	Communications Coordinator
Version	1.0-2025		

JOB SUMMARY		
The communications officer (multimedia) reports directly to the communications coordinator and is responsible for developing graphic materials, videos, and other specific layout needs of the organization.		
KEY RESPONSIBILITIES		
Key Work Outputs	% of work time	Key Activities
Layout, Graphic Design, Video Documentation, and Video Editing	80%	<ul style="list-style-type: none"> • Planning and designing all publicity materials and improving the brand of the organization • Work with the Impact Unit in strengthening the organization's visual appeal. • Document various events and key activities and produce various publicity materials to improve the organization's reach and visual appeal. • Develop storyboards and treatments on various publicity materials of 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 their commitments. • 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 multimedia arts, fine arts, film, advertising, communications, organizational communication, development communication or any related degrees.	
Training	Relevant training and exposure to multimedia arts, film, advertising, etc.	
Experience	1-5 years of experience in doing multimedia arts	
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	Laptop, mobile phone, internet connection, messaging applications. Inklusibo uses Google Workspace as the main operational tool.	