

## Job Opportunity

Changing Climate Changing Lives (CCCL) Film Festival, operated by Tonkla Rak Lok Foundation, a Thai registered not-for-profit organization, is the first film festival in Southeast Asia that focuses on climate change. CCCL provides a platform for young filmmakers to tell climate stories from various perspectives and artistic styles. We work with international and local partners in engaging youth and communities to raise awareness and inspire climate action through the power of short films. We are currently looking for an Outreach & Communication Assistant to support internal operations and outreach activities in Thailand.

### Communication & Outreach Assistant

#### Roles and Responsibilities:

- **Content creation:** Write/translate articles and assist in developing visual and video content in Thai and English for CCCL Film Festival website, social media platforms and communication materials (e.g. press releases, graphic and video presentations, social media posts, and newsletters).
- **Social media:** Participate in brainstorming sessions to share ideas for event campaign and provide support in scheduling, posting and managing assigned CCCL social media platforms (Facebook, Instagram, X, YouTube, TikTok, LinkedIn) and newsletters.
- **Press and media partner relations:** Assist in communication with press and media partners in event promotions and media campaigns.
- **Event coordination:** Provide scheduling and logistic support for internal and external meetings, public event organization, and outreach activities (e.g., consultation scheduling, communicating with vendors and partners, travel arrangements).
- **Documentation and reporting:** Collect and organize relevant documents and materials, and report on assigned activities.

#### Qualifications:

- Bachelor's degree and at least two years of experience working in film or media, communication, international relations, or environment-related field
- Fluency in Thai and English with strong writing and speaking skills
- Excellent organizational skills, with attention to detail and quality of work
- Creative, energetic, self-motivated with ability to work independently & in a small team
- Proficiency in graphic design software such as Adobe Photoshop and/or Canva
- Ability to travel within Thailand
- Thai nationality
- Experience in film/media, or youth and community engagement a plus

**Type of work:** Work from home with domestic travel and periodic onsite events

**Starting date:** 1 July 2024

**Applicants please submit a CV and a cover letter (in English) by 25 June 2024 to [advisor@ccclfilmfestival.com](mailto:advisor@ccclfilmfestival.com).** Portfolio of work samples is helpful.

**More information about CCCL Film Festival:** <https://en.ccclfilmfestival.com>