

Role: **Communications Manager / Asst. Manager**

Reports to: **CEO**

Summary:

We are looking for a passionate, creative and self-starting individual to join our team as the Communications Manager / Asst. Manager. The incumbent will work closely with the Head of Communications to drive communication strategies in line with the Organisation's objectives. The Communications Manager / Asst. Manager will play a pivotal role in cultivating strong relationships with our stakeholders including the media and in driving the brand awareness of Cancer Research Malaysia.

Main Responsibilities:

1. Establish and implement creative communication strategies to enhance the Organisation's brand identity and raise the awareness on cancer research.
2. Develop compelling business stories and content for communication materials e.g. presentations, newsletters and annual reports, and work closely with Head of Communication and Development team to create content for website and social media sites.
3. Drive PR activities including media pitch, and develop media materials e.g. press releases, media invites and factsheets, and carry out media monitoring.
4. Work closely with the projects team to conceptualise and execute different types of events including fundraising events.
5. Develop and deliver internal communication messages to employees and ensure messages are consistent both internally and externally.

Requirements:

1. Bachelor's Degree in any field but with minimum of 3 years experience in Communications / PR function.
2. Agency or media experience is preferred.
3. Must have existing relationship with media. Having relationship with bloggers / other influencers is a plus.
4. Good written and verbal skills in English and Bahasa Malaysia. Mandarin literacy is a plus.
5. Previous experience in a Non-Profit Organisation is preferred.

** Only shortlisted candidate will be contacted.*