



Background

Founded in 2012 by Dr. Thant Myint-U and a group of like-minded architects, business people and historians, Yangon Heritage Trust (YHT)'s vision is to promote and integrate Yangon's unique urban heritage into a 21st century vision of Yangon as one of Asia's most livable cities. YHT advocates for heritage protection, develops clear and sustainable policy options, engages with government, business and civil society, communicates its ideas to the widest possible audience, undertakes specific conservation projects, and facilitates research and training.

For more information, please visit <http://www.yangonheritagetrust.org>.

YHT is seeking a Digital Communications Assistant to oversee YHT's social media engagement.

Primary Function

The purpose of the Digital Communications Assistant is to help deliver YHT's communications strategy specifically using social media platforms. This involves taking on the day to day administration of YHT's website and social media channels, mainly but not limited to, Facebook, Twitter, Instagram and LinkedIn. A key element will be to assist in delivering high quality and responsive communications activities through visually appealing images, videos and infographics and short articles in a way that is engaging and easy to understand.

S/he will have the opportunity to join the dynamic team and be part of the effort to protect Yangon's unique cultural and built heritage and to create Yangon as one of Asia's most liveable cities. This position is full-time, and some schedule flexibility will be necessary, including working on some weekends and evenings.

Key Responsibilities

- On a daily basis, update all YHT social media including the YHT website and Myanmar-language Facebook page, twitter, blogs and any other social media forums YHT develops;
- Maintain all channels, increasing functionality and ensuring all aspects are well designed and appropriate and meet the expectations of YHT stakeholders;
- Assist in producing press releases and maintain detailed, searchable records of all YHT media coverage;
- Assist in writing articles, commentary and related communications, PowerPoint presentations and other similar documents;
- Handle appropriate queries from internal and external contacts through email, telephone and social media;
- Liaise with graphic designers and other vendors to develop and produce materials;

- Support YHT Team in maintain a collection of photos, graphics, icons, infographics, video clips to use in various digital content;
- Assist in YHT events which highlight YHT initiatives and which are well attended and promote a positive image of YHT and its work;
- Develop excellent working relationships with the whole team in order to support their objectives through digital communications;
- Other duties appropriate to the role as required by the Directors and Chairman.

Selection Criteria

- Relevant University or equivalent work experience
- Excellent interpersonal skills
- A sound working knowledge of local media
- Ability to prioritize, manage own workload and be proactive
- Interest in contributing to the creation of innovative and engaging content across social media platforms
- Initiative; able to work autonomously
- Excellent writing and communication skills in Burmese and good English language skills
- Flexibility for work in a dynamic and cross-cultural environment
- Basic knowledge of relevant software such as Adobe Creative Suite, filming and editing images
- Willing to be flexible regarding availability outside normal working hours and to participate in YHT events

Deadline

23rd August, 2019

How to apply

Please forward your Curriculum Vitae to info@yangonheritagetrust.org. If you have any further questions, please call us on 01-240544.