

TERMS OF REFERENCE

DESIGNATION : COMMUNICATIONS AND ADVOCACY ASSOCIATE

UNIT : COMMUNICATIONS

Background

Unilab Foundation, Inc (ULF) is the corporate foundation of United Laboratories, Inc. Its purpose is to strengthen the enabling environment for inclusive development through social innovations and impactful programs that will improve the mental health and wellbeing of young Filipinos, nurture integrated Science, Technology, Engineering and Mathematics (STEM) learners, innovators and workforce and improve the active participation of the youth in promoting good health and well-being of Filipinos.

ULF aims to achieve long term, transformational development impact and is committed to building partnerships to extend its programs' reach and impact. ULF convenes like-minded groups and individuals from international and local NGOs, other development sector stakeholders, government, industry and academe to address development issues in a coordinated manner.

ULF has three Programs:

- Heads Up PH is a mental health and wellbeing program. Working with partners, the Program focuses on capacity building for educators, providing learners access to information towards improving their key socio-emotional skills, curricular innovation, building community support and advocating for enabling policies.
- Project Kaakbay enables the youth to actively promote health and well-being of Filipinos. Working with partners, the Program equips the youth to be advocates for health by building leadership and management competencies to implement health projects in their communities and advocates for enabling policies for youth engagement.
- The Unilab Center for Health Policy (UCHP) is an initiative of the Unilab Foundation as part of its program of creating an enabling environment for inclusive development. The UCHP will provide the venue for stakeholders in government and the private sector to better understand health policies and implementation arrangements and for them to engage in a fruitful solutions-focused dialogue with the end in view of delivering better health services particularly to the most-vulnerable

For more information, visit www.unilabfoundation.org

Purpose

The Communications and Advocacy Associate will provide general work-related and administrative support to the Communications and Advocacy team.

Scope of Work**Key Responsibilities:**

- Communications Strategy: Assist in implementing the communications strategy.
- Advocacy Campaigns: Provide administrative support for advocacy campaigns.
- Media Relations: Assist in building and maintaining relationships with media, stakeholders, and partners.
- Content Development: Assist in developing and managing content for various channels.

Key Result Areas (KRAs):

- Communications Strategy and Planning (Strategic Communications): Assist in implementing the communications strategy and plan.
- Advocacy and Campaigns: Provide administrative support for advocacy campaigns and partnerships.
- Media and Stakeholder Relations: Assist in building and maintaining relationships with media, stakeholders, and partners.
- Content Development and Management: Assist in developing and managing content for various channels, and managing digital assets

Knowledge, Skills, and Abilities required

Education: Bachelor's degree in communications, public relations, or journalism.

Experience: 1-2 years in communications or any related experience.

Skills:

- Strong writing, editing, and proofreading skills
- Experience with social media management and digital marketing tools
- Ability to analyze metrics and generate reports
- Familiarity with graphic design and video editing software

How to Apply

Please send your updated Curriculum Vitae to hr@unilabfoundation.org with a subject line **Communications and Advocacy Associate**.

Due to the volume of applications received, only shortlisted candidates will be notified.

Child Protection: Unilab Foundation Inc is committed to child protection and safeguarding the welfare of children in the delivery of our programs. Recruitment and selection procedures reflect this commitment and will include relevant criminal record checks.