

# FemiliPNG

care. support. change.

**Job Title:** Community and Outreach Officer

**Objective:** This position is the action arm of the organization in the community. The main aim is to build strategic relationships across the sectors of the community and conduct a variety of outreach and awareness activities.

**Reports to:** Operations Manager

**Work Location:** Based in Lae, with frequent travel to other provinces.

Qualifications and selection criteria:

1. University Degree in Community Development, Social Work, Education, Communications or related field; or equivalent experience.
2. Required driving skills and a holder of class 3 driving license.
3. A minimum of three years of experience in successful community outreach and awareness on Family and Sexual Violence or related fields.
4. Ability to connect and establish strong and effective relationships with the community and community leaders, local government, partner agencies and NGOs.
5. Ability to perform several tasks concurrently, highly organised, good time management, detailed records, complete necessary paperwork and meet deadlines.
6. Experience working with Family and Sexual Violence survivors in a multi-cultural environment.
7. Excellent public speaking and presentation, written communication, and computer skills
8. A high degree of competence in management of strategy; management of change; leadership; planning; management of budgets; management of resources; monitoring; supervision; reporting; communication; networking; management of self; and management of others
9. Strong analytical skills; desire to learn and undertake new challenges and new tasks/work; willingness to work hard and pays attention to quality, excellence and efficiency of work.
10. Encourage teamwork; sensitive to diversity and willingness to work off hours and weekends depending on the needs and workload.

Responsibilities:

1. Focal person for all Femili PNG's Outreach and Awareness campaigns in the community.
2. Create and implement annual outreach plan.
3. Regularly update Awareness Database after every awareness session.
4. Create contact directory for Outreach activities.
5. Work with Communications and Fundraising Officer in developing Femili PNG's awareness materials and campaigns in line with organizational objectives.
6. Lead in developing Femili PNG's Information, Education and Communication (IEC) materials for the community and targeted audience in Lae.
7. Liaise with the Administrator and Logistics Assistant for all the administrative and logistic support requirements in carrying out Outreach activities.
8. Arrange and conduct FSV and Child Protection awareness sessions to various target

populations such as business houses, schools, churches, community leaders, and community population in general.

9. Compile and review available IEC materials regularly to improve IEC materials and ensure that they are informed by PNG FSV definition and related laws.
10. Coordinate and organize activities for 20 days activism.
11. Formulate outreach and awareness proposals for identified sectors in the community.
12. Liaise with the Training Coordinator for community training needs identified by community leaders/sectors.
13. Prepare mid-month and end month reports in a timely manner.
14. Perform any other task assigned by the supervisor.

Femili PNG is committed to child protection and our recruitment and selection procedures reflect this.

Femili PNG is committed to fostering an inclusive work environment for all people, including those with a disability.