



Job Posting – Communications Manager

Civic Exchange, Hong Kong's independent, non-profit public policy think tank, is recruiting a suitable candidate for the position of Communications Manager. Civic Exchange undertakes research in air quality, urban planning, climate change, nature conservation, and water resources management. It is ranked one of the top 50 environmental policy think tanks in the world by the University of Pennsylvania's Global Go To Think Tank Index.

Responsibilities

Media

- Work with CEO to identify newsworthy stories, and develop and implement a media strategy to promote the organisation's profile and activities.
- Monitor international and local media, and produce news highlights.
- Act as the main contact person for media queries and assist leadership to swiftly respond to timely issues.
- Maintain proactive outreach with the media, including building strategic and lasting relations.
- Organise press briefings and interviews

Other communication and engagement

- In charge of copy writing and editing of internal and external publications.
- Manage the production of printed materials.
- Manage and develop stakeholder database.
- Organise stakeholder engagement and other outreach events.
- Plan and implement digital marketing strategies.
- Manage the organisation's website, e-newsletter and social media platforms.
- Develop and implement strategies to refresh the organisation's brand and ensure all communications deliverables adhere to brand identity standards.
- Supervise relevant staff to ensure quality of communications work.
- Ensure all communications strategies and plans are in line with the mission of the organisation.

Requirements

- Strong command of written and spoken English. Excellent written and spoken Chinese is a strong plus.
- Degree holder or above in journalism, communications or related disciplines with at least 5 years of relevant experience.
- Good connection with news media.
- Familiar with social issues and current affairs in particular on environmental-related subjects.
- Have a strong and instinctive news sense.
- A good team player and also able to work independently and under pressure.
- Proficiency in PC skills such as MS Word, Excel and PowerPoint; fluency in website (WordPress), design, photo and video editing software is an advantage.

Interested parties should send a full resume with current and expected salary to cexrecruit@civic-exchange.org. The application deadline is **Tuesday 10 April**. Only short-listed candidates will be notified.

All personal data collected will be treated in strict confidentiality and used for recruitment purpose only. Civic Exchange is an equal opportunities employer.