

POSITION DESCRIPTION



BURMA
LINK

POSITION TITLE: International Coordinator

ORGANIZATION: Burma Link – Mae Sot, Thailand

REPORTS TO: Program Director

OVERALL RESPONSIBILITY: Responsible for managing Burma Link’s English website and, together with the Program Director, maintaining links with international and local organisations. The post-holder is responsible for continuously researching new publications and developments in Burma and on the Thailand-Burma border, regularly updating background information and collection library on the English website as well as reviewing and editing comments and posts submitted to the website in English. The post-holder works in close cooperation with the Burma Coordinator to ensure the compatibility of both sites and that both post-holders are constantly aware of current issues and developments affecting the people of Burma. The post-holder oversees interviewing and storytelling activities in English as well as the work of International Research Interns. The post-holder occasionally conducts interviews and writes stories, articles, and other publications. Minimum six months’ commitment is expected.

KEY RESPONSIBILITIES:

- Manage Burma Link’s English website, ensuring all documents are uploaded correctly and are up to date. Ensure the website is aesthetically pleasing and user friendly on all devices.
- Keep up to date information available on the website by continuously researching new publications and developments.
- Regularly update background information on the English website.
- Regularly review and edit comments and articles submitted for publication on the English website.
- Work in close cooperation with the Burma Coordinator, ensuring compatibility of both sites.
- Select posts and stories to be translated from English to Burmese.
- Edit English articles and stories and Burmese to English translations.
- Conduct interviews and write stories, articles, and other publications.
- Establish and maintain links and working relationships with local and international organisations, and individuals engaged in Burma issues.
- Perform other duties as may be requested.

JOB REQUIREMENTS – EDUCATION & PROFESSIONAL

- University degree, preferably in social sciences or related field.
- Demonstrated knowledge of Burma issues and the Thailand-Burma border refugee situation.

- Demonstrated experience in managing a team, networking, and cultivating relationships.
- Strong research and editing skills, and able to write communications material clearly and concisely with an engaging and accurate writing style.
- Proficient with the use of social media.
- Proficient with Microsoft Office.
- Excellent written and oral communication skills in English.
- Knowledge of WordPress and website development is an advantage.
- Knowledge of Burmese & Karen is an advantage.

JOB REQUIREMENTS – PERSONAL ATTRIBUTES:

- Integrity, honesty, and reliability.
- High degree of cultural sensitivity and strong ethics.
- High degree of personal initiative and creativity.
- Capable of working independently and within a team as well as forming strong working relationships with program staff across the organization.
- Able to work effectively in a multi-cultural environment.
- Ability to manage a communications schedule with a diverse relationship base ensuring that relationships with other organisations develop and mature.
- Ability to prioritize and manage own time even under pressure.
- Willingness and ability to travel and work outside normal working hours.
- Able to identify what needs to get done, then willing and able to make it happen with great attention to detail.
- Strong organizational skills and the ability to meet deadlines.
- Outgoing, confident, and able to influence people and present a compelling case.

APPLICATIONS

This is currently a non-paid volunteer position as Burma Link is fully run by volunteers until funds are available. To be considered for this opportunity, please send your CV and application form to volunteers@burmalink.org.