

PROJECT COORDINATOR

1-year renewable contract
Based in Penang
This position is suitable for fresh graduates

We are looking for a person to coordinate community-based arts and culture education programmes with young people and the local community. Also, to assist in implementing communications strategies, creating promotional materials and coordinating promotional events.

Responsibilities:

(i) Project Coordination

- Coordinate and implement assigned projects.
- Coordinate various stakeholders: project team, community and programme participants.
- Handle scheduling and logistical arrangements of assigned projects.
- Monitor project budget and make claims.
- Track and monitor progress of the project.
- Manage project changes and interventions to achieve project outputs.

(ii) Communication Management

- Assist in implementation of internal and external communications strategies and relevant communications materials including press releases, presentations, websites, newsletters and organisation collaterals, and managing both traditional and digital communication channels within the organisation.
- Support the management of the overall communications/event calendar and related materials.
- Assist in coordination of projects and on-ground (fieldwork) events relating to communication processes.

Requirements:

- Preferably a Bachelor's Degree in communications, social sciences, social work, arts, or related field.
- Good communication skills, written and oral in English and Bahasa Malaysia.
- Good organisational and interpersonal skills.
- Independent, able to multitask and a team player.
- Proficient in office management software and simple design software such as Canva.
- Above average knowledge of various social media platforms.

Salary:

Commensurate with relevant working experience.

To Apply:

Interested candidates should submit an updated CV to artsed.ops@gmail.com

A cover letter is optional.

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Community-based Arts & Culture Education

Arts-ED is a non-profit organisation based in Penang, Malaysia, since 2000 which specialises in innovative community-based arts and culture education for young people and adult communities. The work of ARTS-ED is focused on empowering communities to develop awareness of their cultural assets through mapping, documentation, promotion and celebration of culture.

Arts-ED provides non-formal arts and culture education programmes for young people, conducts research-type services in cultural mapping and community consultation, produces cultural events and publishes culture-related educational materials. Arts-ED works in collaboration with institutions, arts educators, artists, and community activists to promote culture education at the local and regional level.

Website: www.arts-ed.my

Facebook: <https://www.facebook.com/artsedpenang>