



## Communications & Outreach Assistant "NEW"

### Job Information

**Hiring Company**

[International Tropical Timber Organization \(ITTO\)](#)

**Job ID**

1511987

**Industry**

Other

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Permanent Full-time

**Location**

Kanagawa Prefecture, Yokohama-shi Nishi-ku

**Train Description**

Minatomirai Line Station

**Salary**

6 million yen ~ Negotiable, based on experience

**Work Hours**

9:30-17:45

**Holidays**

Saturday, Sunday, Japanese holidays/Christmas/Muslim holidays

**Refreshed**

January 30th, 2025 06:00

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 75%)

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

#### Communications & Outreach Assistant

The vacant position is as below:

**Level(Grade):**GS4

**Duty Station:**

International Organizations Center 5F Pacifico-Yokohama, 1-1-1 Minato-mirai, Nishi-ku, Yokohama, Japan

**Date of Entry on Duty:**

1 March 2025~

**Duration of Assignment:**

Fixed term one year renewable contract thereafter

Deadline for application: 31 January 2025

▽ **DUTIES AND RESPONSIBILITIES** ▽

Under the direction and supervision of the Communications and Outreach Officer, in consultation with the Director of Operations:

**Maintain ITTO website**

- Ensure the ITTO website contains relevant and up-to-date information of high quality;
- Assist the creation and editing of web content;
- Update site with news releases, articles, documents, events, videos, photos etc.;
- Upload ITTO publications and related material such as the MIS (Market Information Service) Report, TFU (Tropical Forest Update) Quarterly publication; Technical Series, project outputs etc.;
- Liaise with the website provider to ensure efficient management of the site and on design and layout;
- Monitor user statistics of ITTO website and social media accounts;
- Liaise with translators to ensure on-time posting and updating in all ITTO Official languages and Japanese;
- Liaise with other websites where ITTO information is posted;

**Writing and Editing**

- Drafting and editing news briefs of topics relevant to tropical forestry;
- Edit articles submitted to ITTO;
- Manage information and articles for publishing in the TFU;
- Write reviews of books and other publications related to tropical forestry;
- Assist in the preparation of presentations for ITTO meetings/events;
- Create content for the ITTO's social media communications;
- Assist in editing the Annual Report;

**Communications and Outreach**

- Design and prepare layout of outreach for ITTO activities such as but not limited to: posters, brochures, videos, newsletters and other related collateral;
- Maintain communications with authors and other individuals who supply content for ITTO publications or website;
- Distribute ITTO publicity information;
- Create and share ITTO social media posts;
- Assist organization and conduct of outreach events, press conferences and contact with media as appropriate; and

**Administrative**

- Assist all administrative and financial matters related to communications and outreach
- Maintain calendars and appointments

**Others**

- Any other duties as assigned by the Outreach and Communications Officer, in consultation with the Director of Operations, as appropriate.

**Required Skills**

**QUALIFICATIONS AND EXPERIENCE:**

- Excellent verbal and written skills in English and good knowledge of verbal and written skills in Japanese;
- Must be a national of an ITTO Member Country; and
- Suitable university degree;
- Experience in creative media will be an advantage.

**SALARY:**

ITTO offers salaries and allowances based generally on the United Nations system. Appointments are subject to the ITTO Staff Regulations and Rules.

**APPLICATION:**

Written applications including a cover letter explaining how the candidate meets the required qualifications and a resume should be sent no later than 31 January 2025.

Please note that only applicants who are short-listed will be contacted.

\*The Executive Director reserves the right to make this appointment at a different level than advertised.

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## Company Description