

About Villgro Philippines

Villgro Philippines is a gender-smart incubator and investor. We inspire, fund, mentor, and nurture early-stage enterprises that are building innovative solutions to address the world's most pressing social and environmental issues. We partner with like-minded foundations, companies, and governments to launch initiatives that connect those working on the same problem and help them scale up. We believe in deep collaborations to build a robust, inclusive ecosystem in the Philippines and Southeast Asia.

Our team is made up of thinkers, doers, feminists, and gender equality champions. The Villgro team is close-knit - we are deeply committed to the entrepreneurs we support. The work that we do is to inspire and nurture enterprises and help them scale their models - this does mean it will be challenging at times. We are looking for individuals who are passionate, open-minded, and energetic to take on the challenges of building an inclusive impact ecosystem. You need to be the type of person who sees the bigger picture and who loves working for a greater purpose. We believe you are, and we see you as a vital resource within our ecosystem.

Communication Associate

The Communication Associate will work with various teams within Villgro to develop bold and ambitious narratives to support our work nurturing impact entrepreneurs. This role requires deep collaboration with leaders, impact entrepreneurs, and partners to spotlight inspiring stories of impact and innovation. You will contribute to the organization's growth by building thought leadership communications in the space of social innovation and impact investing.

The associate will be tasked to develop and create original content to showcase the work of exceptional entrepreneurs and partners tackling the world's toughest problems.

The Communication Associate's responsibilities include:

- Development, support, and promotion of company goals, including message development, social media content creation, and media outreach
- Capture, distill and communicate leadership direction and disseminate to partners and stakeholders via email, web, video, events, and social channels
- Collaborate with teams inside the organization and across the company to gather data and content for communications and presentations
- Build and maintain relationships with journalists, bloggers, investors, and audiences that will help advance our work
- Identify target audiences and create strategies to effectively engage them
- Partner with the leadership team to empower employees through storytelling
- Develop strong measurement goals and use data to determine the efficacy of vehicles and engagement
- Be a source of storytelling frameworks, approaches, and best practices

Specific Responsibilities:

- Management of social media channels with strong content
- Video content creation and graphic design for programs and organization-wide collaterals
- Copywriting for newsletters, social media graphics, and blogs
- As a small team, we wear multiple hats and you should expect to support colleagues on specific activities when someone needs support or has an emergency.

Qualifications:

Candidates interested in this role should have a deep motivation to contribute to our mission of solving the toughest problems of poverty, gender equality, and climate change through the power of entrepreneurs. We are looking for someone with:

- At least 1 year of experience in a communications or creatives role; experience in social enterprise or nonprofit advantageous.
- Bachelor's degree in communications, marketing, design, journalism, media studies, or any related field
- Excellent oral and written communication skills and fluency in English and Filipino. Proficiency in local languages such as Cebuano, Ilocano, Waray, Kapampangan, Chavacano, etc a plus.
- Good project management skills and ability to deal with ambiguity, manage multiple priorities and juggle schedules
- Deep understanding of story structure, history of storytelling and use of storytelling across cultures
- Familiarity with modern mediums & channels; Twitter, LinkedIn, Facebook, Instagram, Medium, Youtube, TikTok, etc.
- Passion for social entrepreneurship and social innovation in the Philippines and Southeast Asia and open to learning new concepts, frameworks, and methodologies.
- Graphic design skills and proficiency in Adobe Creative Suite and Canva
- Storyboarding experience; understanding the effectiveness and appropriateness of story assets (text, images, audio, video) and how to combine them
- Visual, audio, and video content creation experience; well-developed eye/ear for best practices in each
- Purpose-driven independent worker and team player

Location and Schedule

You will work out of our designated offices in Makati City, Metro Manila. Our team is on remote work until COVID-19 impact is minimal. The Villgro team has flexible work schedules, you pick your own work timings, and work remotely as needed, but typically the team tries to match our schedules at least a few days a week to organize meetings, etc.

Justice, Equity, Diversity, and Inclusion

At Villgro Philippines, justice, equity, diversity, diversity, and inclusion (JEDI) are at the core of our work. We are intentional about ensuring that we welcome diverse perspectives and encourage ideas to be shared freely. Villgro Philippines is committed to JEDI, offering a respectful workplace free from discrimination and harassment. We do not make assessments on the basis of sex, gender identity or expression, sexual orientation, national origin, age, disability, pregnancy, marital status, citizen status, or any other protected classification. Our mission is to help build an inclusive and equitable ecosystem for entrepreneurship. We believe we will do that better if our team members come from different backgrounds and we create an environment of inclusion and diversity, a safe space to be yourself. The more inclusive we are, the better our work will be. Creating a culture of JEDI isn't just the right thing to do, it's the smart thing.

Compensation: Competitive salary, commensurate with experience



How to Apply

Interested applicants may send their resume, portfolio, and cover letter to hello@villgrophilippines.org with the subject line **LastName_FirstName_VillgroPH_CommsAssociate**. We encourage applicants to be creative with their attachments - share with us who you are through a video, Tiktok, blog, or anything that will help us get to know you better.