



LAW & SOCIETY TRUST

## VACANCIES

### COMMUNICATIONS OFFICER – Law and Society Trust

**Location: Colombo**

**Contract period: 1 year (starting from 15th September 2022)**

**Reports to: Executive Director, LST**

#### **Project objectives:**

This position implements the Law and Society Trust's (LST) communication and social media strategies to increase the impact of its advocacy and campaigning efforts. The role seeks to increase LST's outreach and visibility and ensure the research reports and other informational material produced in-house are widely read.

#### **Roles and Responsibilities:**

- Draw up and implement a Communications Strategy for LST in consultation with Executive Director (ED) and lead researchers.
- Develop trilingual communication materials and campaigns based on research reports and key topics that teams are addressing.
- Use existing research by LST to provide commentary on emerging / compelling issues through social media or articles.
- Work closely with the LST website developer to upload new material to the site. Eventually, website developer will provide access for the Officer to upload materials themselves.
- Create and curate content on LST's website, Facebook, Twitter, YouTube and Mailchimp platforms.
- Graphic designing and editing of visual materials for platforms where necessary.
- Formatting and layout of LST's publications for printing.
- Communicating with LST's photographers and videographers to ensure that there are constant updates from all programs that can be used for social media.
- Upload articles written by LST staff to the Blogger page. These articles must then be disseminated to newspapers for publication.
- Maintain close coordination with journalists, activists, citizen groups, NGOs/CSOs and other stakeholders to disseminate LST research, media productions and event invitations.
- Manage the meeting schedule on LST's Zoom account and host webinars as requested by the research teams.
- Host, moderate & facilitate online and offline media events, meetings, publishing statements, press releases etc.
- Accompany LST research teams on field trips when required

#### **Requirements:**

- Strong social media background and experience in using social media for campaigns and advocacy
- Awareness of basic graphic design and use of Unicode typing in Sinhala and Tamil.
- At least two years of experience working with media or in research within the development field.
- Good experience and knowledge on the full range of human rights, and civil society development work.
- Good verbal and written command of English and Sinhala/Tamil language. Ability to manage both local languages is an added advantage.

**Send resume and a cover letter to: [admin@lstlanka.org](mailto:admin@lstlanka.org)**

**Applications close on : 7<sup>th</sup> September 2022**

