

## **Job Description – Communications Coordinator**

**Employer: Media Resources Development Initiative (MRDI)**

**Position: Communications Coordinator**

**Sector: Not-for-profit**

**Location: Dhaka, Bangladesh (in-person, with alternate Saturdays working)**

### **About Media Resources Development Initiative (MRDI):**

MRDI is a prominent media development organization in Bangladesh with a vision to foster a just and open society. It played a crucial role in the enactment of the Right to Information Act and advocates for a strong, independent media that promotes accountability and empowers people. MRDI is dedicated to fostering a free and diverse media environment in Bangladesh through research, surveys, and resource production for journalists, including handbooks and toolkits, and establishing a comprehensive data repository. It is renowned for its journalist training programs and efforts to strengthen investigative journalism. The organization also aims to bridge the gap between citizens and government officials, fostering collaboration and reducing adversarial relationships when seeking information. Through strategic partnerships and advocacy, MRDI has contributed significantly to good governance and an open media environment in Bangladesh.

### **Role Description and Responsibilities:**

MRDI seeks a communications strategist capable of developing impactful communication strategies, building relationships with key stakeholders – including civil society organizations (CSO) and journalists – and training and providing strategic guidance to communications professionals. The ideal candidate will have a deep understanding of Bangladesh's news media and communication landscape, the ability to develop messages and narratives for a variety of audiences, and the capability to build and deepen partnerships with journalists and CSOs.

This is a full-time contract position for 1 year based in Dhaka, Bangladesh. There may be the option to extend the position after the contract ends. Specific duties include, but are not limited to:

- Planning, developing, and executing stakeholder engagement plans, communications strategies, and other tactics to shape public opinion on energy transition and climate change issues.
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- Providing tailored strategic communications advice to partners to inform the development and strengthening of their respective communication strategies.

- Facilitate newsroom understanding of and sensitization on energy transition

**Requirements and Competencies:**

- At least 5 years of communications, journalism and media development experience, including communications strategy experience extending beyond public relations responsibilities.
- Track record of developing and executing successful communications strategies and/or advocacy campaigns to shape public opinion.
- Ability to build relationships with diverse stakeholders and provide strategic communications guidance and tailored support to wide-ranging organizations.
- Some experience with journalism and understanding of how to shape editorial priorities.
- Some networks with key stakeholders – journalists and/or CSOs.
- Strong writing, interpersonal communication, and analytical skills.
- Demonstrated ability to engage with and manage multiple projects and partners at the same time.
- A motivated and proactive self-starter, and confident working independently and as a team player.
- Interest in climate change and energy transition issues. Prior experience in or knowledge of climate change and/or energy transition in Bangladesh is preferred, but not required.
- Fluency in English and Bangla.