



Communications Officer

Asia Investor Group on Climate Change

Location:	Hong Kong, Tokyo or Seoul (other Asian locations considered)
Employment:	12-month, full-time contract
Start date:	Immediate start
Remuneration:	Subject to negotiation depending on experience
Sector:	Not for Profit
Applications:	Send expression of interest and resume to info@aigcc.net
Deadline for Applications:	19 February, 2021

About AIGCC

The Asia Investor Group on Climate Change (AIGCC) is an initiative to create awareness and encourage action among Asia's asset owners and financial institutions about the risks and opportunities associated with climate change and low carbon investing. AIGCC provides capacity for investors to share best practice and to collaborate on investment activity, credit analysis, risk management, engagement and policy.

With a strong international profile and significant network, including pension, sovereign wealth funds, insurance companies and fund managers, AIGCC represents the Asian investor perspective in the evolving global discussions on climate change and the transition to a greener and low carbon economy.

We collaborate with similar investor organisations on climate change in Australia/New Zealand (the Investor Group on Climate Change), Europe (the Institutional Investors Group on Climate Change) and North America (Ceres) and internationally (PRI, UNEP Financial Initiative) through the Investor Agenda.

Role description & responsibilities

AIGCC is seeking a talented Communications Manager to assist with ongoing advocacy, communications and media relations activities. Reporting to the Director, Strategic Communications, this role will include leading media outreach, developing communications content and strategies, and managing social media accounts, to advance the agenda of AIGCC. The successful applicants will also assist in the communication activities of AIGCC's international collaboration, including Climate Action 100+, the Investor Agenda and the Net Zero Asset Managers Initiative.

Specific duties include:

- Assist in the development and delivery of AIGCC's external communications goals, including strategic messaging, audience growth and content creation.
- Manage AIGCC's media relations including forming contacts at key outlets, tracking mentions and issues and preparing media releases and other documents.
- Identify and initiate new advocacy and communication opportunities for media, stakeholder and/or investor engagement, and provide analytical and strategic advocacy guidance to senior staff and AIGCC members.
- Support communications planning and engagement through AIGCC's international investor collaborations, including the Global Investor Coalition on Climate Change, Climate Action 100+ and the Investor Agenda.
- Assist with content development for AIGCC member engagement and external communications activities, including member newsletters, case studies, reports and other publications and website content.
- Assist AIGCC staff with editing, proofreading and writing resources where required.
- Oversee AIGCC's social media accounts. Monitor and report on AIGCC's social media effectiveness, website analytics and media presence.
- Help manage AIGCC's database of members, media and broader stakeholders through an integrated contacts management system.
- Other duties as directed by the Executive Director and Director, Strategic Communications.

Qualifications and experience

- At least three years' experience in media relations and developing external communications strategies.
- Demonstrated experience in developing and implementing communications and advocacy strategies across different channels of communication.
- A higher education qualification in communications, marketing or a comparable field (or equivalent level of professional experience).
- Knowledge of, and experience in using, contemporary social media platforms and tracking influence and reach.

- Strong interpersonal and outstanding verbal and written communication skills.
- Demonstrated skills in managing time, setting priorities, planning and organising workflow.
- Fluent written and spoken English. Additional Asian languages considered an advantage.
- Experience working on climate change campaigns or with institutional investors considered an advantage.

Work arrangements and salary

This is a full-time 12-month contract position with possibility for extension. This role is based in a major Asian financial centre, with additional regional travel as required.

Note: some of the global working groups require attendance at meetings and calls outside of standard business hours.

Working in an industry association is about working in a small environment where people's opinions are valued and listened to. We encourage open communication and transparency and promote a dynamic work environment.

Applying for the role

Please send a concise expression of interest/cover letter and CV to tom.arup@aigcc.net and info@aigcc.net

AIGCC is an Equal Opportunity Employer and will not discriminate against any individual based on race, colour, sex, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any factors prohibited by applicable law.