

POSITION: Communications and Marketing Officer
REPORTS TO: Communications and Marketing Coordinator
CAMPUS: Cilandak/Communication Office

PURPOSE

Under the supervision of the Communications and Marketing Coordinator, the Communications and Marketing Officer provides administrative and logistical support to the Communications and Marketing Office. This position supports internal communication requests from across the school, manages office operations, and contributes to marketing initiatives, digital content, and vendor coordination to ensure efficient and effective execution of communications and branding efforts.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Minimum Bachelor's degree in Communications, Marketing, Public Relations, Journalism, Digital Media, Business, or a related field.
- Minimum of three (3) years of experience in a marketing or communications role.
- Coursework or training in digital marketing, content creation, or social media management is preferred.
- Native Bahasa Indonesia speaker with strong verbal and written English communication skills.
- Proficient in Microsoft Office, Google Workspace, and Adobe Creative Suite.
- Familiarity with graphic design tools and content creation platforms (e.g., Canva or Adobe Spark).
- Familiarity with website platforms and CRM systems (e.g., Finalsite) and social media scheduling tools (e.g., Buffer, Hootsuite) is preferred.
- Experience working in a multicultural environment.
- Strong organizational, time-management, and problem-solving skills.
- Excellent interpersonal and communication skills; able to maintain professionalism under pressure.
- Demonstrated ability to work independently and collaboratively as part of a team.
- Attention to detail and ability to manage multiple tasks simultaneously.
- Clear commitment to Child Protection, safety, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

Administrative and Operational Support

- Manage office operations using Oracle, including ordering supplies, submitting payment requests, and tracking vendor payments.
- Reconcile overall budget reports and monitor specific expenses.
- Address office maintenance needs and coordinate facility-related issues.
- Coordinate the Communications and Marketing Office's schedule, including appointments, internal requests, and project deadlines.
- Maintain an organized archive of digital content, images, and videos for future use across marketing platforms.
- Ensure shared drives and digital storage systems are consistently maintained and accessible to the Communications and Marketing team.
- Manage the Communications and Marketing Office's email inbox and respond to inquiries.

Internal Communications and Information Management

- Serve as the point of contact for JISNet (the school's internal portal), ensuring all dates and content are accurate and up to date.
- Liaise with divisional secretaries and assistants to post internal announcements and event information.
- Schedule and coordinate requests for the school's photographer and videographer.

Marketing and Content Support

- Assist in the creation of promotional materials, including brochures, newsletters, signage, and presentations.
- Create simple graphic designs using online design tools.
- Help manage school social media accounts, including scheduling content and monitoring engagement.
- Write, edit, and proofread blog posts, press releases, and internal communication pieces.
- Monitor basic performance metrics for social media content and email campaigns, preparing summary reports to support data-driven decision-making.

Vendor and Merchandise Coordination

- Liaise with external vendors and service providers to support merchandise and marketing needs.
- Liaise with the Business Office to facilitate the issuance of contracts for the Communications and Marketing Office's service providers, ensuring all agreements are completed and properly documented.
- Maintain a database of preferred vendors and advertising partners.
- Track and manage office expenditures and inventory.
- Coordinate the sourcing, distribution, and storage of promotional materials and branded merchandise.
- Ensure brand consistency across all printed and digital materials ensuring adherence to brand guidelines.

Event and Partnership Support

- Schedule meetings with media partners, vendors, and other external stakeholders.
- Support the coordination of school events, promotional campaigns, and internal communication initiatives.

Professional Dispositions and Responsibilities

- Embrace and promote the JIS Learning Dispositions: Resilience, Resourcefulness, Relating, and Reflecting.
- Perform other related duties and assume other responsibilities as assigned by the Communications & Marketing Coordinator.

TO APPLY

Interested candidates should apply directly by email to recruitment@jisedu.or.id.

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission)

Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.