



# INGO JOB OPENING MOUNTAIN CHILD

Carrying Hope to the Children of the Himalayas  
[www.mountainchild.org](http://www.mountainchild.org)

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## COMMUNICATIONS MANAGER

### JOB DESCRIPTION

- Collecting the most up-to-date information on all programs for reporting purposes.
- Creating donor reports on projects and programs.
- Assisting in the development of and maintenance of an activity log.
- Assisting in the creation of improved reporting systems that will enhance data collection and consequently improve our supporter/donor reporting.
- Fields initial email questions and inquiries from donors, partners, and “customers” and follows procedures to provide answers.
- Reply to general information requests with the accurate information in a timely manner.
- Communicates internally and externally of the organization.
- Research, write, and distribute press releases to targeted media.
- Responsible for content oversight, implementation and daily management of all the organization’s online marketing, blogging and social media.
- Curate relevant content to reach the organization’s supporters and donors.
- Monitor Internet trends in social media tools, applications, channels, design, and strategy and e-marketing best practices.
- Implements and revises social media campaigns to gain exposure and quality public relations.
- Research, assign, edit, rewrite, copyedit or proofread various products as assigned.
- Plans and executes the content for quarterly, or as determined appropriate, newsletter information for the organizations mailing list.

### REQUIREMENTS

- Bachelor’s Degree
- Two years related work experience.
- Proficient English, computer skills, cross-cultural skills, communication skills, and ability to learn and navigate all social media platforms.

SEND CV TO [INGO.HR@MOUNTAINCHILD.ORG](mailto:INGO.HR@MOUNTAINCHILD.ORG)