

Position Description: Media Assistant Manager

Yayasan IDEP (Indonesian Development of Education & Permaculture) is a local NGO based in Ubud, Bali, which is committed to developing self-sustainability and directly empowering local communities to improve their own situations. IDEP field programs include environmental education, community based development & disaster management.

IDEP encourages program sharing with other grass roots projects throughout Indonesia through media and curriculum development. IDEP publications are practical reference materials designed for raising awareness about key environmental and social issues in Indonesia. Most of our media is made in highly graphic formats (more pictures and fewer words) appropriate for low literacy environments. See our website www.idepfoundation.org/idep_media.html for samples of our existing media.

IDEP is currently seeking a Media Assistant Manager to support the needs of our in-house Media Department (Media, Graphics, IT).

Please respond to hr@idepfoundation.org.

Based at:	Ubud, Bali
Position reports to:	Department Manager: Media, IT and PR
Job purpose summary:	To support the needs of the existing in-house Media Department for a broad range of media projects
Salary scale:	2,000,000 - 3,000,000 per month

Key Responsibilities and Accountabilities

- 1 Assist with development and production of all IDEP media items for public relations and project awareness including: posters, brochures, signage, name cards, fact sheets, manuals, flyers
- 2 Assist in the creation and distribution of IDEP newsletters. Process includes: obtaining text and photos from Department Manager, layout in existing template, email distribution and posting to website
- 3 Assist with finished art, scanning and pre-press work for all IDEP media projects
- 4 Create and manage both computer based and hard copy inventory for all IDEP media items and assist in handling orders for those items
- 5 Maintain master digital copies and a complete supply of hard copies of all IDEP media items
- 6 Maintain IDEP photo database. Process includes: obtaining photos from IDEP staff on regular basis, editing, captioning, copyrighting and cataloging using existing coding system
- 7 Develop photographic slide shows for promotional use, in consultation with PR staff and Project Managers
- 8 Organise production quotes and manage good working relationships with all media production suppliers
- 9 Assist in overseeing the production process, including quality control
- 10 Assist in preparing materials for IDEP website
- 11 Any other lawful and reasonable duties as directed by the Department Coordinator: Media, IT and PR

Selection criteria

- 1 More than 2 years experience working in a Media / Graphic Design related role
- 2 Proven ability to use or learn the following programs:
Adobe Photoshop, Adobe Illustrator, Adobe InDesign, I View Media Pro, Adobe Acrobat Professional, Extensis Suitcase (font management)
- 3 Tertiary qualification in Design or Media
- 4 High level of both spoken and written English and Indonesian
- 5 Proven self management skills including time management, problem solving and priority setting
- 6 Strong attention to detail
- 7 Able to work successfully in a diverse and changing environment
- 8 Willingness to grow and develop with the organization

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