

[HRD-NOV-2024-054 1st Posting](#)

John Hay Management Corporation (JHMC), a subsidiary of the Bases Conversion and Development Authority (BCDA) is the estate manager of the Camp John Hay Reservation containing an area of 625 hectares more or less.

Our company is in need of a **COMMUNITY RELATIONS ASSISTANT**

Employment Status: Contractual

Salary: Job Level 8, Php 678.20

GENERAL DUTIES AND RESPONSIBILITIES

1. *Research and identify potential partners and media outlets for community outreach programs, events or public relation activities.*
2. *Coordinate and facilitate the information dissemination of approved communications and collaborations among internal and external stakeholders, such as staff, volunteers, clients, media and community members.*
3. *Draft and distribute materials, such as press releases, newsletters, infographics and social media posts.*
4. *Assists in organizing and executing community outreach programs and events, such as workshops, seminars, webinars, and other similar campaigns of the Community Relations Office, through the provision of logistics, meeting arrangements and other forms of assistance.*
5. *Monitor JHMC activities and programs that need promotion and gather relevant and factual data for write-ups through coordination with the concerned department, unit or office.*
6. *Draft institutional advertisements for publication in JHMC's SMAs, engaging the public with the corporation's operations by covering its major activities and programs.*
7. *Monitor, maintain and update databases, records, and/or reports related to community and public relations activities and outcomes.*
8. *Assist in the coordination and implementation of Gender and Development (GAD) programs, activities and reports.*
9. *Performs other functions assigned from time to time.*

QUALIFICATION STANDARDS

Education	<i>Bachelor's Degree relevant to the job.</i>
Other Requirement	<i>Computer literate (MS Word, Excel, Publisher) Know social media platforms and editing apps</i>

All interested applicants are requested to submit the following to the **Human Resource Division on or before 15 SEPTEMBER 2024:**

1. Application Letter addressed to: THE SELECTION COMMITTEE:
Attention: Mr. Danny B. Latawan, HR Manager
2. Curriculum Vitae with ID Picture and 3 character references
3. Transcript of Records *(if applicable)*
4. Diploma *(if applicable)*
5. National Bureau of Investigation (NBI) Clearance
6. Certificate of previous employment *(if applicable)*
7. Certificates of Training

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

Approved by:  **ATTY. MARLO IGNACIO V. QUADRA**
PRESIDENT AND CHIEF EXECUTIVE OFFICER