

Scope of Work

Communications and Outreach Assistant (Bangkok)



ABOUT ACE PARTNERS

Asia Clean Energy Partners Limited (ACE Partners) is an international advisory firm that provides consulting and advisory services related to the energy sector. The firm works to support the acceleration of clean energy deployment, to achieve greater speed and scale, with a focus on markets in Asia and the Pacific. ACE Partners supports the design and scale-up of effective initiatives, with a focus in four main areas: (a) creating insights through research and analytics; (b) designing and packaging projects and initiatives; (c) connecting stakeholders with the knowledge, technologies, and finance to achieve results; and (d) building communities of practice through targeted communications and events.

JOB DESCRIPTION

Under the supervision of the Communications Manager, the Communications and Outreach Assistant will help implement ACE Partners' communications and outreach strategy and activities, which include communications support to the firm's partners and clients. Specifically, the Communications and Outreach Assistant will:

- Help manage and maintain ACE Partners' online presence— website and social media
 - Assist Communications Manager in the planning and implementation of monthly strategies for social media activities
 - Track the metrics of the company's online presence
- Produce written and visual material to support ACE Partners' work and outreach activities
 - Assist with developing content for ACE Partners website, including blogs and news articles

- Produce marketing and communications as well as knowledge products, including online posters, brochures, videos, infographics
- Support the marketing and communications of key clean energy events in the region, such as:
 - Asia Clean Energy Forum 2021
 - Industry webinars and other virtual forums
- Support engagement opportunities for ACE Partners, clients, and partner organizations
- Carry out basic research and analysis

JOB PROFILE

The ideal candidate is a team player and problem solver who can also work independently to complete tasks. We are seeking a creative self-starter who is keen on collaborating with the team to come up with new ideas, contents, and solutions. We are seeking a candidate with:

- Academic background in either (a) communication and journalism or else in (b) energy, environment, or sustainability;
- Experience in managing websites and social media and familiarity with social media managing tools and with analysing metrics
- Excellent written and spoken English
- Strong knowledge of graphic designs and video editing tools such as Adobe Photoshop, InDesign, Premiere Pro, After Effects, Canva, and LumaFusion
- Ability to work with WordPress, Wix, and Mailchimp

In addition, we require:

- A strong interest in renewable/clean energy, energy efficiency, energy access, and clean energy transition
- Ability to communicate ideas clearly
- **Minimum Related Experience:** Entry Level (fresh graduates with one-two years' experience are preferred)
- **Regional/Country Experience:** Experience in Thailand and International is a plus.
- **Location:** Bangkok, Thailand preferred, although a virtual (remote) working assignment is possible, depending on the applicant. Applicants for a Bangkok-based position must have the right to live and work in Thailand.
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Women and Thai nationals are particularly encouraged to apply.

IMPORTANT INFORMATION

ACE Partners is a small team with members across the globe, Hong Kong, Australia, Singapore, United States, and Thailand. We are helping to accelerate the clean energy transition in Asia through building insights, connecting and convening for impact, and communications support. We have a flexible work policy and are dedicated to work-life balance.

Other specifics:

- **Start Date:** 15 May 2021, or as soon as possible thereafter
- **Length of the assignment:** 12 months full-time position, with potential for contract renewal

HOW TO APPLY

- Submit your application with CV through LinkedIn: [here](#)
- Please submit your application in the form of a CV and cover letter by **30 April 2021** to info@asiacleanenergypartners.com

Representative Office:
No.8 T-One Building, 17th Floor, Sukhumvit 40
Phra Khanong, Klong Toei, Bangkok 10110 THAILAND
www.asiacleanenergypartners.com