Innovative Human Rights NGO Seeks
Policy Advocacy and Communications Coordinator in Bangkok

About Us
Asylum Access is a leading refugee human rights organization headquartered in Oakland, CA with substantial operations in three countries plus partnerships in additional countries across Africa, Asia, and Latin America. Asylum Access is the only global organization working to make human rights a reality for refugees in first countries of refuge. Asylum Access believes that by empowering refugees to assert their human rights, we can create effective, lasting solutions for refugees around the world. When refugees can rebuild their lives, communities thrive.

Founded in 2007, Asylum Access Thailand (AAT) is a non-governmental organization and forms part of the Asylum Access family. We work to make human rights a reality for refugees. We believe all refugees deserve a fair chance to rebuild their lives. Since most refugees cannot go home and very few are resettled, we find ways to help refugees live safely, move freely, work and attend school while they are here. AAT’s work involves advocacy for policy and legislation changes, individual legal services in relation to refugee status determination and legal protection; and refugee support and empowerment.

Position Description
The Policy Advocacy and Communications Coordinator works in close partnership with AAT’s Executive Director to ensure the ultimate success of Asylum Access’ mission and vision. This includes responsibility to work with the Executive Director in:

- Ensuring that AAT achieves Asylum Access’ mission in Thailand – to make human rights a reality in refugees’ daily lives, with the ultimate goal of empowering refugees to rebuild their lives in Thailand;
- Promotion of AAT by actively building the positive reputation of the organization to achieve organizational goals
- Complying with all Asylum Access global requirements, including alignment of AAT’s policy advocacy and communication strategy and initiatives with the global ones
Key Responsibilities

Policy advocacy:

- Cultivate and maintain relationships that are important to AAT and Asylum Access, including relationships with the Thai government, the Association of Southeast Asian Nations (ASEAN), UNHCR and other UN bodies both locally and internationally, NGOs, networks, and coalitions of NGOs, and donor governments, among others.
- Engage the Thai government in a way that leads to actual change within a measurable time horizon.
- Identify and assess a variety of ways to achieve changes in legislation, policy, and practice.
- Assist the Executive Director in the development and implementation of AAT policy advocacy strategy.
- Participate in local and regional networks meetings to ensure the strengthening of AAT Policy Advocacy Plan.
- Assist in the update and monitoring of the annual plan of AAT and up to date policy advocacy database.
- Undertake other responsibilities related to policy advocacy as assigned by the Executive Director.

Specific Policy Advocacy:

- Identify priorities for policy advocacy in conjunction with the Executive Director.
- Oversee implementation of the policy advocacy plan.
- Draft, review and edit reports, submissions, recommendations, op-eds, articles and other documents related to policy advocacy.
- Collaborate with the Executive Director to represent AAT in meetings with partners, such as UNHCR, NGOs, and other civil society actors.
- Organize and conduct training sessions with Thai civil society advocates, government officers and other stakeholders about refugee rights.
- Brief AAT team on policy developments and legislative amendments.
- Manage and oversee the Refugee Right Coalition (CRSP).
- Follow up, analyze and report regularly on the situation on Alternatives to Detention.

Communications:

- Collaborate with the Executive Director to:
  - Develop and Implement an AAT communications plan.
  - Draft AAT internal updates, newsletters and other informational materials for internal records to ensure compliance with organizational monitoring and evaluation standards and for sharing with funders, partners and the public.
• Liaise with the HQ communications team to provide information about AAT’s work
• Foster relationships with social media, including journalists
• Maintain AAT’s social media accounts
• Oversee the collection and storage of information about our work in the form of success stories, photos, quotes by clients, partners and other stakeholders for use in AAT advocacy work, reporting, and general communications
• Undertake other responsibilities related to communications as assigned by the Executive Director

Required qualifications
• Bachelor degree in human rights, social development, law, public policy, international studies or other related fields;
• A minimum of 5 years of experience in policy advocacy work;
• Fluent in written and spoken Thai and English;
• Experience in developing communication materials;
• Experience in using social media to promote human rights;
• Thorough understanding of the context of refugees in Thailand, including both national and international legal frameworks;
• Strong understanding of refugee rights and knowledge of policy issues related to migration;
• Good understanding of the working of Thailand’s government institutes and the current political climate. Knowledge of, and experience on regional and international human rights mechanisms are a plus;
• Proven ability to take initiative and ownership of projects, manage multiple deadlines, and work effectively with high attention to detail;
• A positive and outgoing attitude with an ability to work well in a diverse and multicultural office;
• Availability to travel, to work with tight deadlines, and to participate in occasional meetings on weekends or after working hours;
• Basic working knowledge of Gmail, Google Drive, MS Office, and related tools.

Preferred Qualifications
• Communication skills: Able to communicate clearly and persuasively with others
• Decision-making skills: Able to assess different options and to choose the best course of action, often daily.
• Leadership skills: Able to coordinate policies, people, and resources.
• Management skills: Able to shape and direct the operations of the organization. For example, they must manage business plans, employees, and budgets.
Problem-solving skills: Able to identify and resolve issues within an organization. Recognize shortcomings and effectively carry out solutions.
Time-management skills: Able to work on multiple tasks independently. Ensure that the work gets done and that it meets the goals.

Hours and Location of Work
The Policy Advocacy and Communications Coordinator is a full-time position based in our offices in Bangkok, Thailand. Candidates should be aware that some flexibility regarding working hours is required in order to take out of hours calls and meetings with international colleagues.

Compensation
Position comes with a competitive nonprofit salary, and a robust benefits package. The monthly salary range is THB 40,000 - THB 50,000.

Application Instructions
Send your resume and cover letter to apply@asylumaccess.org with the subject line “AAT Policy Advocacy and Communication Coordinator”. In your cover letter, please describe your reasons for applying, relevant qualifications, and how you learned about the position.

Only pre-selected candidates will be contacted for an interview. Applicants will be considered on a rolling basis until the position is filled.

Asylum Access is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. For more information about our organization, visit www.asylumaccess.org.