

Innovative Human Rights NGO Seeks Community Outreach Assistant in Bangkok, Thailand

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 envisions a world where refugees are seen as people with rights, not just people with needs. Asylum Access believes that by empowering refugees to assert their human rights, we can create effective, lasting solutions for refugees around the world.

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 and continue to strengthen access to existing protection mechanisms through direct legal assistance, information dissemination and community legal empowerment (CLE) programs for our refugee clients. We believe all refugees deserve a fair chance at a new life. 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 in Thailand because when refugees can begin rebuilding their lives, communities thrive.

Position Description

The Community Outreach Assistant supports the Community Outreach Team to implement AAT's Refugee Empowerment Group (REG) projects which shall include: CHAMALiIN, Click Aroi, and Lucky Star. The Community Outreach Assistant coordinates efforts with our implementing partners and local stakeholders to increase support of refugees' income generation platform.

Key Responsibilities

- Provide regular updates on progress and challenges of REG to the Community Outreach TeamLead and other colleagues as needed.
 - Coordinate with our implementing partners on a regular basis and organize REG events in collaboration with local stakeholders and social enterprises that contribute to increasing more refugees' income generation.
 - Monitor social network channels to boost REG products sales through marketing strategies with close consultation with CO Team Lead and our partners.
 - Establish or expand AAT REG visibility to local stakeholders or network i.e. attending sale events.
-

- Update monthly sales and revenues through our current database as well as provide quarterly reports through a marketing application.
- Provide support to REG Business training and any other relevant trainings to refugee communities.
- Maintain and check stock on a monthly basis.
- Any other work as assigned by a supervisor.

Minimum Qualifications

- Bachelor's degree in Business Administration, Marketing, or a relevant field
- A minimum of 1 year experience coordinating projects;
- Knowledge of and ability to work with groups from a vulnerable population, including women and children;
- Background working in community livelihoods/entrepreneurship strategies, and working with social enterprises;
- Strong analytical, critical thinking, and problem-solving skills.;
- Self-motivated and able to work independently, as well as under supervision.
- Excellent multitasking and prioritizing skills;
- Good teamwork and flexibility, enthusiastic and willing to use feedback from others for improvement.
- Able to travel to refugee communities and availability to work occasionally on weekends.
- Good English and Thai communication skills, both written and verbal.
- Basic working knowledge of Gmail, Google Drive, MS Office and related tools (Docs, Sheets, etc.)

Preferred Qualifications

- Work experience with refugee population or migrants;
- Experience using marketing software or applications is a plus.

Hours and Location of Work

The Community Outreach Assistant 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 range of salary is between 25,000THB- 30,000THB.

Application Instructions

Send your resume, cover letter and a concise writing sample with the subject line “**AAT Community Outreach Assistant**” to apply@asylumaccess.org. In your cover letter, please describe your reasons for applying, relevant qualifications, and how you learned about the position.

Only short-listed candidates will be contacted for an interview.

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
