



You want meaningful work?

The **APU PALAMGUWAN CULTURAL EDUCATION CENTER (APC)** is a Jesuit-led non-profit organization working in education with and for indigenous communities. Its core program is **basic education** in several villages in Malaybalay, Bukidnon and is recognized by the Department of Education. The school is cultural based and uses the mother tongue in its curriculum. APC seeks an experienced **ADMINISTRATIVE AND COMMUNICATIONS OFFICER** to support the students and a team of young community teachers.

**JOB OPPORTUNITY:
EDUCATION with INDIGENOUS PEOPLES**

ADMINISTRATIVE & COMMUNICATIONS OFFICER

Job Responsibilities:

1. Provide general administrative support to HR and Finance
2. Develop communication materials that translate and transform APC's work activities for uploading and sharing
3. Manage, enhance, and coordinate the APC website and its online newsletters to ensure regular updates and contemporary relevance
4. Provide editing and communication analysis of activity reports, agency reports, public presentation
5. Maintain communications and coordination with education networks

Qualifications:

1. Preferably a graduate of communication or other related courses
2. At least 2 years working experience in administration
3. Background in school systems is an advantage
4. Excellent communication and networking skills, including good writing and reporting skills
5. Must possess excellent organizational and coordination skills
6. Can work with a multi-disciplinary team in a culture-based context
7. Can work in an upland setting for extended periods of time
8. Can speak Visayan

Location: Bukidnon, Philippines.

Interested applicants may send their resume with cover letter to esschr@essc.org.ph. Only short-listed applicants will be contacted.