



The Apu Palamguwan Cultural Education Center (APC)
is looking for a

DOCUMENTATION AND COMMUNICATIONS ASSISTANT

based in Bendum, Bukidnon

APC is a culture-based, Jesuit-supported organization that sustains indigenous schools in the uplands of Bukidnon, northern Mindanao, Philippines. The APC culture-based education offers three programs: K-12 education at the APC schools; Learning at the Dalēpaan: An education outside the classroom; The Forest, Farm, and Leadership at the Margins (FFLM): Learning technical skills and strengthening cultural identity. For more information about APC, please visit <http://apupalamguwancenter.essc.org.ph/>.

The **Documentation and Communications Assistant** provides documentation support to APC programs and contributes to the development of institutional communication materials while managing the use and development of various communication and online media to effectively share and present APC's work programs, activities, and engagements to the broader public. The position reports to the APC Executive Director with work supervision and accompaniment by the ESSC Communications Specialist.

Job Responsibilities:

1. Meeting and activity documentation
2. Report preparation and quarterly APC newsletter production
3. Website and social media platforms management

Qualifications:

- College graduate, preferably in a related field
- Has experience in report writing, newsletter production, and website and social media management
- Familiar with Wordpress
- Excellent communication and writing skills in English
- Can work pro-actively and is a self-starter
- Organized and systematic and attentive to details
- Willing to be assigned in an upland setting

For interested and qualified applicants, please send latest CV with cover letter to essc.recruitment@gmail.com.