



JOB TITLE: COMMUNICATIONS & COMMUNITY ENGAGEMENT EXECUTIVE

Start date: Dec 2025

Application deadline: Nov 25th 2025

Location:

Indonesia or Philippines – preferred location Bali, Indonesia, Manila, Philippines - work from home welcome with regular travels in the region – Philippines, Indonesia, Thailand, India, Sri Lanka.

Experience:

Junior to confirmed role: 2-5 years in communications, event management, or related fields.

Reports to: Executive Director

About the Role:

Are you passionate about sustainability, great at connecting people, and fluent in the language of digital engagement? The **Sustainable Coconut Partnership** is looking for a **Communications & Community Engagement Executive** to help tell our story, grow our community, and make our events unforgettable.

This role is ideal for someone who loves both **strategy and creativity** and has a **strong background in digital communications**, someone who can run CRM, email campaigns, coordinate partners, and create engaging digital content that brings people together around a shared mission for a more sustainable coconut sector.

This role is crucial in supporting our community of professionals who are driving positive change in the industry. You will be a voice and a face for the Sustainable Coconut Partnership's members, crafting compelling narratives and creating memorable experiences. You'll work directly with the Executive Director and collaborate with inspiring professionals across Asia and beyond.



1. Community & Content Engagement (50%)

- Act as a **connector** between members, partners, and media — keeping our network active and inspired.
- Manage online community spaces (e.g., LinkedIn, Slack, or Teams groups) to encourage collaboration and dialogue.
- Create stories and features showcasing our members' sustainability initiatives.

2. Communications & Digital Marketing (25%)

- Develop and execute communication campaigns across **email, social media, and website**.
- Manage our **CRM and mailing tools** (such as HubSpot, Mailchimp, or similar) to keep our community informed and engaged.
- Write and design impactful content — from blog posts and newsletters to visuals and videos — that tell our story in fresh, creative ways.
- Track and analyze campaign performance to continuously improve reach and engagement.

3. Partner & Event Coordination (25%)

- Coordinate with **event organizers, communication agencies, and suppliers** to deliver top-notch events.
- Support planning and execution of our **flagship Roundtable on Sustainable Coconut** and member meetings.
- Assist with logistics, program development, and speaker coordination.



Qualifications

- 2–5 years of experience in **communications, digital marketing, or community management**.
- Experienced with **CRM tools, email marketing systems, and social media** platforms.
- Excellent **English writing and speaking skills** (you'll be the voice of our global community!).
- Confident and engaging — you enjoy speaking at events and connecting with diverse professionals.
- Highly organized, proactive, and comfortable juggling multiple projects.
- Skilled in creating digital content — basic **graphic design or video editing** skills are a plus.
- Familiarity with sustainability or agriculture topics (especially in Southeast Asia) is an advantage.
- Additional languages like **Bahasa Indonesia or Tagalog** are a plus.



About The Sustainable Coconut Partnership

The Sustainable Coconut Partnership is a dynamic and purpose-driven organization committed to fostering a thriving and sustainable coconut industry in Southeast Asia. We are seeking a highly organized and results-oriented Communications & Community engagement Executive to join our team and play a pivotal role in amplifying our message and engaging our community.

How to Apply

Send your resume and cover letter, detailing your educational background, work experience, related achievements and salary expectations, to: gregory@coconutpartnership.org before **November 25th, 2025**, with the subject line "Communications & Community Engagement Executive."

Is this role for you?

↓ SEE JOB TRIVIA BELOW ↓



This role could be for you should you find yourself in the traits below:

- **Digital savvy:** This is a must have, CRM, emailing systems are things that do not frighten you. Social media, community management, some graphic design are part of the toolbox for this role, the ability to learn new and apply skills in this space through trainings is expected
- **Engaging & resourceful:** Your ability to get things done through engagement and collaboration with diverse industry stakeholders internationally is recognized. As a self-starter with a proactive approach to problem-solving, you can keep composure when your ideas are not successful from the get go.
- **Proficient communicator:** Motivating members to actively collaborate and contribute to the organization's objectives is the bread and butter of the Sustainable Coconut Partnership and so would be yours should you join us. A board room can intimidate you but not scare you and so should connecting with farmers and engaging with stakeholders with various level of education and English skills
- **Versatile with strong organizational skills:** We're in an incubation phase and scaling up fast, which means it's exciting and we steer the ship while we build it. If you are willing to work in a dynamic start up environment where activities may shift and evolve over the course of the year, then this could be for you. To success you'll need an ability to prioritize and focus on achieving desired results, leveraging innovative approaches to attain outcomes efficiently and effectively through engagement and collaboration with diverse industry stakeholders internationally
- **Adaptable & Easy to work with:** Interactions are the base of successful collaborations. We love working with people, we take time getting to know our members to help them and we know that above all, meaningful connexions make the dream work.
- **Engaging & Outcome oriented:** Results, Results, Results. We're busy dreaming big, getting things done, and having fun doing. If you think this is a good way to work, then this could be for you.
- **Willingness to travel:** A few regional travels expected during the year.

