

I. Position Information

Job Title:	Communication Specialist
Reports to:	Secretary – General ILUNI FISIP UI Secretariat
Location:	Jakarta/Depok, Indonesia

Contract Modality: Full-time/ Part-time
 Contract Duration: 12 months

II. Background and Organizational Context

ILUNI FISIP UI is the official alumni association for graduates of the **Faculty of Social and Political Sciences (FISIP)** at **Universitas Indonesia (UI)**. It serves as a platform to **connect, support, and empower alumni** across different departments and generations. Initially the members include all graduates from Diploma III, and Administration Studies. However, in 2008, all vocational studies (including all Diploma III studies of FISIP) were centralized under Vocational Education Program. Following the vocation studies, Administration studies were also separated from FISIP in 2015.

After the two separations, after 2015, ILUNI FISIP UI brings together alumni from departments such as: Communication Science, Political Science, International Relations, Sociology, Anthropology, Criminology, and Social Welfare. As of date, ILUNI FISIP UI has an over 8,000 registered graduates, including those graduated from Diploma III and Administration studies prior to the year of separation.

III. Position Purpose

The Communication Specialist is responsible for planning, creating, and managing all communication efforts of the alumni association. This includes developing content, managing digital platforms, coordinating campaigns, and ensuring consistent messaging to engage alumni, promote events, and strengthen the association's brand and mission.

IV. Key Duties and Accountabilities

Under the overall guidance and direction of the ILUNI FISIP UI Chairperson, Chief of Communication, and Chief of Engagement and Outreach, and under the supervision by the Secretary– General for day-to-day management, the Communication Specialist responsibilities will include the following main functions

1. **Content Creation and Stakeholder Engagement**

- Write and edit newsletters, alumni spotlights, event announcements, and press releases.
- Develop storytelling content that highlights alumni achievements and association initiatives.
- Ensure consistent tone, language, and brand identity across all platforms.

2. **Digital Media and Website Management**

- Maintain and update the association's website and social media accounts (Instagram, LinkedIn, Facebook, etc.).
- Create engaging content calendars and manage posting schedules.
- Monitor online engagement and respond to comments or messages promptly.

3. **Event Communication**

- Promote alumni events, webinars, reunions, and fundraising drives through digital and print channels.
- Design and distribute promotional materials (e-flyers, videos, email campaigns).
- Support event coverage by producing live updates, photography, or post-event recaps.

4. **Public Relations and External Outreach**

- Coordinate with media outlets and campus communication offices for coverage of major alumni stories or association milestones.
- Build relationships with stakeholders, sponsors, and partner organizations.
- Draft official statements or public responses when needed

5. **Analytics and Reporting**

- Track engagement data, email open rates, and social media performance.
- Prepare monthly or quarterly communication performance reports.
- Use insights to refine messaging and campaign strategies.

6. The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the Office and the Association.

Supervisory/Managerial Responsibilities: N/A

V. Requirements:

Education

- Fisip UI graduate (any major)

Experience, Knowledge, and Skills

- Minimum three (3) years of experience in social media, and/or communications (especially in a non-profit or alumni setting).
- Excellent writing, editing, and storytelling skills.
- Proficient in digital communication tools (email marketing, Canva, CMS, social media platforms).
- Strong interpersonal and collaboration skills.
- Ability to multitask and manage deadlines in a fast-paced environment
- Fluency in English

VI. Remuneration

The selected candidate will receive basic salary.

VII. How to Apply

Employees of ILUNI FISIP UI Secretariat are expected at all times to uphold the highest standards of integrity, professionalism and respect for diversity, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for jobs at ILUNI FISIP UI. All applications must be submitted through: **admin@ilunifisipui.com** before **31 July 2025**. **Only shortlisted candidates will be invited to the next stage.**