



FAMILY FRONTIERS

# Persatuan Kebajikan Sokongan Keluarga Selangor & KL (PPM-011-10-24072020)

Association of Family Support & Welfare Selangor & KL (Family Frontiers)

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## Call for Research & Communications Officer

**The Association of Family Support & Welfare Selangor & KL (Family Frontiers)** is a registered entity established with the aim of advancing, promoting, and strengthening the family unit so that no family is left behind. Family Frontiers acts as an umbrella body for the Foreign Spouses Support Group (FSSG), which supports and advocates for the rights of foreign spouses married to Malaysian citizens, and the Malaysian Campaign for Equal Citizenship that advocates for equal citizenship rights of Malaysians in binational families

Through the Malaysian Campaign for Equal Citizenship, Family Frontiers works on the following:

- Campaigns for citizenship policies and laws that uphold gender equality
- Advocates and provides support for women in binational marriages, through raising affected women's understanding of their rights and access to justice
- Amplifies the voices of members of the focus population while advocating for reforms to uphold gender equality through capacity building and advocacy initiatives centered on affected persons
- Mobilises national, regional and international action to end gender discrimination in citizenship laws, policies and practices

Family Frontiers works on gender equal citizenship laws—currently with a focus on the issue of rights of Malaysian women to confer citizenship on their overseas-born children on an equal basis as Malaysian men—and the welfare of Malaysian binational families. This is done through direct service, movement and network building, skills and leadership development and advocacy and policy change. Some of Family Frontiers' programme areas include: network building of target community to ensure access to information, peer support and solidarity, engagements with a wide range of stakeholders, media engagement, public awareness, coalition engagement, leveraging United Nations advocacy mechanisms.

<b>Role</b>	Research & Communications Officer
<b>Location</b>	Petaling Jaya (Hybrid work mode)
<b>Reports to</b>	Lead Coordinator
<b>Period</b>	Fixed-term contract: 1 year (to start in February 2023) Duration of initial contract: 3 months (probationary period)
<b>Key Responsibilities</b>	
1. Collaborate with the Family Frontiers team to develop and implement an effective communications strategy based on the organisation's target audience.	

2. Conduct policy research and writing projects on citizenship laws and immigration policies and its effect on Malaysian binational families.
3. Respond to media inquiries, arrange interviews, and act as a spokesperson for the organization.
4. Establish and maintain effective relationships with journalists, and maintain a media database.
5. Maintain a mailing list and create and produce newsletters for the organisation.
6. Write, edit and distribute advocacy materials such as articles, research reports, policy briefs, website content, annual reports, press statements and releases, feature articles and curation of lived experience.
7. Implement research programmes or data collection exercises.
8. Contribute to designing and implementation of initiatives, projects or programmes.
9. Support and assist the team in organising ad-hoc, external advocacy opportunities such as multi-stakeholder meetings and consultations, preparing written submissions (including for meetings and international conventions such as CEDAW, CRC, SDGs) and questions for parliamentary engagement
10. Maintain records of media coverage and collate analytics and metrics.
11. Any other relevant work as determined by Family Frontiers

## Competencies and Required Skills and Experience

### Competencies

- Excellent oral and written communication skills in English and Bahasa Malaysia.
- Mastery of the major social media platforms.
- Solid knowledge of website and social media analytics including Facebook Insights, Google Analytics and Twitter Analytics to track audience engagement and campaign performance.
- Knowledge and proficiency in ICT tools – social media platforms; design software such as Canva, photo, audio and video editing and production.
- Familiarity in using online shared platforms such as Google Suite; meeting tools like Zoom or Google Meet is preferred.
- Familiarity with WordPress.

### Required Experience

- University degree preferably in communications, journalism, political science, gender/ women's Studies, development studies, or social sciences.
- At least 2 years of relevant experience in a research and/or communications role.
- Experience in working in gender or human rights is an asset.

## Duration and Remuneration

The Research & Communications Officer will commit to working full time for a period of one (1) year, with possibility of renewal or a permanent position based on performance

and availability of funds. There will be a probationary period of three (3) months). The salary scale for this position is RM3200 to RM3700 and is negotiable based on experience.

### How to apply?

Interested applicants for the above role should write in to [admin@familyfrontiers.org](mailto:admin@familyfrontiers.org) along with the following:

- Updated Resume/ Curriculum Vitae (with two workplace references)
- Cover letter addressing the selection criteria for the role
- At least two (2) writing samples

Please email the documents with the subject line "Application for Research & Communications Officer" to [admin@familyfrontiers.org](mailto:admin@familyfrontiers.org) by 15 January 2023 Applications are reviewed on a rolling basis so applicants are encouraged to apply early.

Only applications with all supporting documents will be considered and only short-listed applicants will be contacted.

**Join Family Frontiers in the advocacy for equal citizenship!**