



FOR IMMEDIATE HIRING

Media Fellowship Coordinator

The Institute for Climate and Sustainable Cities (ICSC) is seeking applicants for the project-based, consultancy position of **Media Fellowship Coordinator**. The Media Fellowship Coordinator will be expected to work remotely, with occasional in-person meetings in ICSC's office in Quezon City and other engagements as needed.

Project Background

This position will be focused exclusively on **ICSC's media fellowship, also known as the Klima Correspondents Fellowship**, a climate and energy reportage story grant initiated in 2022. The Fellowship aims to provide more space for compelling climate and energy stories in the Philippine communities. In its first year, which honored the late veteran journalist Jose Jaime "Nonoy" Espina, 14 journalists were supported, leading to seven impactful stories concerning energy transition and low-carbon development. Learn more: <https://icsc.ngo/klimafellowship/>.

ICSC will be relaunching the Klima Correspondents Fellowship this 2024, with its mechanics to be announced soon.

Terms of Reference

The Media Fellowship Coordinator shall support the ICSC Communications Team (CT) and work closely with the Project Lead in developing materials and leading the coordination of activities for the Fellowship.

A. Responsibilities and Deliverables

- Lead in developing the guidelines for the Fellowship's call for applications and story pitching;
- Co-design, in coordination with CT, involved ICSC program teams, and partner organizations, the modules and training materials for the Fellowship's learning sessions;
- Coordinate and sustain high-quality dialogues and collaborative approaches among the Fellowship's selection panel, mentors, and among the Fellows to be selected;

- Lead the coordination with ICSC and partner organizations of the Fellowship;
- Assist in the evaluation and selection of the Fellowship's final participants;
- Assist and provide guidance, in collaboration with ICSC and partner organizations, in the development and finalization of stories by the Fellows;
- Lead in organizing the preparations for the in-person learning sessions;
- Work closely with CT and the Project Lead in monitoring and evaluating the process for this run of the Fellowship, and in turn, provide narrative reports indicating challenges encountered, lessons learned, and advances in campaigns substantively, based on reach and other factors;
- Liaise with non-Fellow editors and the media and press in promoting the Fellowship; and
- Contribute to other tasks the Communications Manager and the Project Lead may request, as reasonably required by this role.

B. Qualifications

- Professional experience in the field of media communications and journalism. Experience as a media practitioner is an added advantage, and background in development sector work is preferred;
- Professional experience in leading and organizing workshops and trainings similar to the Fellowship;
- Exposure and understanding of the Philippine media landscape and its progressing changes is ideal;
- Proficient in writing, editing, and speaking in English and Filipino. Additional language skills are also an added advantage;
- Natural leader who displays strong decision-making and attention to detail; and
- Ability to work independently and collaboratively as part of a team.

C. Project Duration and Conditions

- This is an output-based project, and the Media Fellowship Coordinator must be able to attend and/or lead meetings when necessary or as advised by the Communications Manager and Project Lead, as well as be present on all key dates of the Fellowship; and

- This position is project-based, and will be compensated monthly for a total of **8 months**, covering the period of **August 2024 to March 2025**.

Application Process

ICSC values diversity and is an equal opportunity employer. If you fit the role and possess the desired qualifications, please email the following documents to jobs@icsc.ngo on or before **August 10, 2024** with the subject line “[**position**] **Application - [Applicant’s Surname]**” (e.g. Media Fellowship Coordinator Application - dela Cruz):

- Letter of Intent (addressed to Ms. Ira Dominique Guerrero, ICSC’s Communications Manager)
- Resume (do not attach your photo, as part of ICSC’s equal opportunity employment standards)
- Portfolio and sample works

Due to the number of applications we expect to receive, please be advised that only the shortlisted candidates will be contacted.