



- Work closely with cross-functional teams to gather requirements, understand project objectives, and deliver high-quality content and designs in a timely manner.
- Dealing with enquiries from public, press and other relevant organizations.
- Establish and maintain effective working relationships with local media
- Analyze media coverage and formulate advertising and marketing strategies to better reach the potential clients
- Create and maintain a content calendar
- Update content on website, expand BCC's outreach capacity through Instagram, Facebook, Twitter, YouTube, and other digital media tools.
- Prepare program related documents or updates including profiles, success stories and fact sheets.
- Assist in conferences, workshops, and trainings.
- Assist in preparing marketing materials such as leaflets, brochures, flyers etc.
- Analyze media coverage.
- Represent BCC at presentations, conferences, or media interviews.
- Any other related and internal organizational service delivery work designed by BCC

**Additional Responsibilities:**

- Perform other duties as assigned which are in the best interest of the Company