

Communications & Engagement Associate

Job vacancy

Overview

The Circulate Initiative is seeking an ambitious communications professional with relevant experience in stakeholder relations and content development and a passion for environmental and social impact causes.

This role will **primarily support communications, content development, and engagement activity for the multi-year global human rights program, the [Responsible Sourcing Initiative](#)**, and other core projects of our programmatic and research work pillars as needed. This position reports to the Communications Manager.

The Circulate Initiative is focused on addressing the plastic pollution challenge and advancing a circular economy in emerging markets, and this is an exciting opportunity to meaningfully contribute to our mission-aligned environmental and social impact goals.

Responsibilities

- Manage outreach activity to support the launch and development of a dynamic responsible sourcing network with membership from leading global companies.
- Develop communications materials and assets including, yet not limited to project announcements and press releases, image repositories, videos, and thematic newsletters, to support partnership-led and stakeholder engagement activities.
- Coordinate branding and communications activity via a multi-channel approach for responsible sourcing implementation projects in key markets.
- Collaborate with an internal team of subject matter experts to nurture and build thought leadership content including blogs, providing editorial guidance as needed.
- Assist in the planning and coordination of global convenings, events, and workshops including event management logistics and branding.
- Support with communications reporting and activity tracking, to measure the impact of key communications activity for internal and external needs.
- Liaise with key communications stakeholders including design lead, website agency, PR agency, and other teams as needed.

Qualifications and Key Competencies

- University graduate, or post-graduate in communications, public relations, marketing, or related fields with a **minimum of 5-7 years of relevant experience**.
- Exceptional written and verbal communications skills, with a flair for turning technical, complex material into captivating content for varied audiences.
- Strong interpersonal skills with demonstrable experience working proactively with multi-stakeholder audiences.
- Ability to multi-task and work with a high degree of independence and integrity.
- Highly motivated and driven self-starter with strong attention to detail.
- An aptitude to upskill and be proactive in expanding communications skillset.

- › Comfortable working in a remote working environment and occasionally across time zones.

Desirable Attributes

- › Prior experience working for an impact-driven organization focused on sustainability, human rights, plastic pollution, and/or the circular economy.

Location

- › Remote position for candidates based in any of the following locations: India, Indonesia, Kenya, Malaysia, South Africa, Sri Lanka or The Philippines. Candidates must be authorized to work in their respective country. While we have a preference for candidates based in the listed countries, candidates located in other countries in Asia (with authorization to work in respective countries) are also encouraged to apply.

Contract information

- › Full-time 1-year contract with the option for renewal.

To Apply

Please submit your resume, cover letter, and a sample of your written work (ideally an article of approximately 500-700 words) with the email subject line: "Communications and Engagement Associate" to commsjobs@thecirculateinitiative.org

Application deadline: February 21, 2025.

Note: Only shortlisted candidates will be contacted and as interviews may be conducted on a rolling basis, interested candidates are encouraged to apply early.

About The Circulate Initiative

The Circulate Initiative is a non-profit organization that works to solve the plastic pollution challenge and build circular and equitable economies across emerging markets. It delivers cutting-edge research, builds high-impact programs, and drives collective action with industry stakeholders, including businesses, investors, and policymakers. For more information, please visit: <https://www.thecirculateinitiative.org>

About the Responsible Sourcing Initiative

The Responsible Sourcing Initiative is a multi-year program focused on addressing human rights issues in plastic recycling supply chains. Its targets include improving the lives of 50,000 waste workers and securing the commitment of global brands, investors, and recyclers to adopt the Harmonized Responsible Sourcing Framework for Recycled Plastics by 2026. For more information, visit: <https://www.thecirculateinitiative.org/responsible-sourcing-initiative>