

WE ARE HIRING —————

COMMUNITY RELATIONS ASSISTANT

DEADLINE : 05 AUGUST 2025
HRD-NOV-2025-147

Job Level 8, PhP 678.20/day
Fixed-term Employment

Qualification Standards

Education: *Bachelor's Degree, except engineering courses*

Experience: *Proficient in computer applications, including MS Office and Canva. Well-versed in various social media platforms and editing applications*

Training: *None required*

Other Requirements: *Being highly proactive with strong ability to work independently while maintaining reliability and accountability is an advantage.*

Qualified applicants are requested to PERSONALLY SUBMIT the following to the HRD on or before **25 JULY 2025:**

1. Application letter

Addressed to the: President and CEO Manjit T. Singh Reandi

2. Barangay Certification (Residency and complaints, its nature, and status, if any)

3. Diploma (photocopy)

4. NBI Clearance

5. Notarized Personal Data Sheet (PDS) with three (3) character references with email addresses and contact numbers

PRINTED BACK-TO-BACK and DO NOT LEAVE BLANK SPACES. Write N/A if not applicable

6. Transcript of Records and/or Form 2316 for High school graduates (photocopy)

7. Copies of Training Certificates (2024 – 2020)

**LATE AND INCOMPLETE APPLICATIONS
SHALL NOT BE ENTERTAINED**

General Duties and Responsibilities

1. Research and identify potential partners and media outlets for community outreach programs, events or public relations activities.
2. Coordinate and facilitate the information dissemination of approved communications and collaborations among internal and external stakeholders, such as staff, volunteers, clients, media, and community members.
3. Draft and distribute materials, such as press releases, newsletters, infographics, and social media posts.
4. Assists in organizing and executing community outreach programs and events, such as workshops, seminars, webinars, and other similar campaigns of the Community Relations Office, through the provision of logistics, meeting arrangements, and other forms of assistance.
5. Monitor JHMC activities and programs that need promotion and gather relevant and factual data for write-ups through coordination with the concerned department, unit, or office.
6. Draft institutional advertisements for publication in JHMC's SMAs, engaging the public with the corporation's operations by covering its major activities and programs.
7. Monitor, maintain, and update databases, records, and/or reports related to community and public relations activities and outcomes.
8. Assist in the coordination and implementation of Gender and Development (GAD) programs, activities, and reports.
9. Performs other functions assigned from time to time.

The Equal Opportunity Principle is recognized by this office, and all qualified applicants will be given consideration for employment regardless of their preferred sex or gender, age, ethnicity, religious affiliation, civil status, national origin, disability status, or any other characteristics protected by law