

## Function Card

Form INK-10-05-01

<b>Role</b>	Campaign Officer		
<b>Focus</b>	Institutional	<b>Manager</b>	Program Manager
<b>Version</b>	V1.0-2025		

### JOB SUMMARY

The campaign officer directly reports to the program manager and is responsible for developing and maintaining community relations and local community campaigns. They provide learning initiatives to partner communities and potential advocates of the organization, and assist the partner communities in strengthening their expansion.

### KEY RESPONSIBILITIES

Key Work Outputs	% of work time	Key Activities
Community organizing and campaign expansion	50%	<ul style="list-style-type: none"> <li>• Co-develop campaigns with partners and networks to push for people-centered development</li> <li>• Integrate with communities and provide ample support in campaign and organizational expansion</li> <li>• Coordinate with partners and network and feed Inklusibo information regarding campaign updates</li> </ul>
Learning and educational work	30%	<ul style="list-style-type: none"> <li>• Conduct learning sessions with partner communities, network, and potential advocates regarding economic justice, human settlement sustainability, and social service inclusion</li> <li>• Co-develop learning materials with the project officer and research officer</li> <li>• Inform the organization regarding new trends regarding the informal economy, human settlements, and social services</li> </ul>
Technical and administrative support	10%	<ul style="list-style-type: none"> <li>• Contributing to the program's periodical reporting and review</li> <li>• Supporting the organization's events whether through logistical or administrative means</li> </ul>

		<ul style="list-style-type: none"> <li>• Supporting the program’s financial, logistical, and material requests</li> </ul>
Standard responsibilities of all positions	10%	<ul style="list-style-type: none"> <li>• Other responsibilities may be assigned occasionally in the exigency of service to enable the program, unit, and Inklusibo to fulfill their commitments.</li> <li>• Complying with Inklusibo’s policies, procedures, and standards</li> <li>• Updating the level of competencies through various learning approaches such as but not limited to on-job coaching, mentoring, online courses, etc.</li> </ul>
<b>COMPETENCIES</b>		
Education	Bachelor’s degree preferably in community development, development studies, communications, or social sciences	
Training	Relevant training in community organizing and campaign building	
Experience	0-5 years of experience in organizing communities and/or building campaigns in the development sector or any social development group	
Functional competencies	<ul style="list-style-type: none"> <li>• Understanding of the VMGs, core standards, and strategies of Inklusibo</li> <li>• Fluency in English or Tagalog language</li> <li>• Understanding of Inklusibo’s policies, standards, and processes</li> </ul>	
<b>WORK CONDITIONS</b>		
Work modality	Hybrid work with occasional field integrations	
Internal contacts	Board of trustees, management committee, staff	
External contacts	Network, partners, and researcher counterparts in various organizations	
Tools	<p>Laptop, mobile phone, internet connection, messaging applications.</p> <p>Inklusibo uses Google Workspace as the main operational tool.</p>	