

Job Position: HCSA Membership Officer

The High Carbon Stock Approach Steering Group (HCSA SG) is a global multistakeholder organisation with core mission to halt deforestation resulting from commodity production. HCSA is a tool that identifies and conserves natural forest from degraded lands in tropical landscapes, amplifying the role of forest conservation as a solution to climate change, while at the same time supporting biodiversity conservation, community rights and benefits, and responsible development.

The HCSA Steering Group is supported by HCSA Secretariat with registered office in Singapore and main office in Kuala Lumpur. We have colleagues based remotely as part of our global virtual teams. We are looking for a passionate individual to support this work and help us professionalise our admin support.

You will be responsible as the **HCSA Membership Officer** of **HCSA SG** and the job scope is likely to be evolving on an ongoing basis, but will include the following tasks:

Job Description:

Performs duties and responsibilities commensurate with assigned functional area which may include, but are not limited to the following tasks:

1. HCSA Membership

Support HCSA Executive Director, Membership Committee (MC) and Technical Manager on HCSA Membership matters. It includes the following, but not limited to:

- i. Membership Committee (MC) coordination: Responsible for coordinating and convening calls/meetings, prepare meeting minutes, seek consultation and approvals on membership related matters with oversight from HCSA Executive Director and/or HCSA Technical Manager.
- ii. Membership application processing: Responsible for the processing of new and ongoing applications, ensuring all documentation and pre-requisite requirements are met and presenting the HCSA secretariat's applicant recommendations to the MC. Assist HCSA membership maps submission, in line with HCSA membership requirements, to the HCSA Monitoring platform with HCSA GIS expert.
- iii. Verification process of HCSA members on Membership Requirements: Support development of a verification system with HCSA Technical Manager and MC. Upon completion of the verification system, to coordinate the submission of data and information from HCSA members and evaluation process, and to report to HCSA Executive Director and MC on the outcomes with support from HCSA Technical Manager.
- iv. Documentation management: To manage membership inbox, and SharePoint including maintaining robust database on membership information.

2. HCSA Communication Support

Provide basic level of support on all HCSA communications until the HCSA Communications Officer is appointed it includes the following, but not limited to:

- i. Coordinate and support the development of regular HCSA communication materials: Quarterly Progress Report, HCSA SG newsletters & HCSA's Annual Report.
- ii. Communications Task Force (CTF): Liaise with the CTF for external HCSA publications

- iii. Maintaining HCSA website: Keeping the HCSA website updated in coordination with HCSA secretariat team and HCSA SG members.
- iv. Coordination with designers, proof-readers, and translators on design, editing and translation of HCSA materials.

Education and/or experience required:

- A Bachelor's Degree in public relations, communications, or similar relevant field.
- At least 5 years of experience working and servicing members and/or clients
- Experience working in multi stakeholder setting is a plus.
- Experience and knowledge in communications especially with copywriting, proofreading and editing is preferable
- Excellent portfolio with proven track record of successful project management examples
- Excellent communication, interpersonal and presentation skills
- Outstanding organizational and time-management skills
- Experience in web design and content production is preferable

Other Requirements:

- Excellent organisational and administrative skills with a systematic approach combined with attention to detail and a high degree of accuracy.
- Strong organisational skills with the ability to multi-task
- Excellent time management skills and the ability to prioritise work
- Good command in spoken and written English (proficiency in Bahasa Malaysia/Indonesia is a plus)
- Proficiency in MS Office (MS Excel, MS PowerPoint, and MS Teams)
- Flexible and adaptable to new tasks
- An interest in sustainability especially related to forest conservation, local communities' rights and livelihoods and responsible land use management is a plus.

We hope to get a colleague who is:

- **Flexible:** You will be working closely with partners across the world, so it may be necessary to accommodate time zone differences.
- **Adaptable:** Job priorities and requirements may change and require you to learn new software skills or familiarise yourself with new topics outside your field of expertise.
- **Meticulous:** The quality of our work is essential, and we expect each team member to take responsibility for outputs.

What we offer:

- A friendly and collaborative working culture as part of a diverse and energetic team based in KL
- Flexible hours and partial home working on agreement
- A competitive salary and health insurance allowance
- Opportunity to grow and expand the role

HCSA values diversity and will welcome the most suitable applicant regardless of race, gender, religion and beliefs, sexual orientation, or disability. However, due to immigration restrictions, we are only able to employ Malaysian nationals.