

## About ROSE Foundation

ROSE Foundation (Removing Obstacles to cervical ScrEening) is a non-profit organization that implements Program ROSE throughout Malaysia focusing on cervical screening featuring self-sampling by women themselves and related health education and advocacy for women's reproductive health. The Foundation's three main objectives are:

- To deliver cervical screening to women in Malaysia using the ROSE approach, aligned with World Health Organization cervical elimination goals;
- To produce, run, manage, test, and maintain, screening services, laboratories, and contact center in regard to cervical screening and any other related activities; and
- To provide cervical screening services to Malaysian women prioritizing the underserved and underprivileged population

The ROSE Foundation is currently looking for dynamic and proactive candidates for the following position:

<b>Job Title</b>	<b>Digital &amp; Creative Executive</b>
<b>Location</b>	ROSE Foundation, Klang Valley ( <i>outstation trips across Malaysia may be required</i> )
<b>Reports To</b>	Marketing & Fund-Raising Director

## **Primary Objective of the Position**

The **Digital & Creative Executive** will report to and work in close collaboration with the Marketing & Fundraising Director to assist in the development of graphics and visuals for marketing, education, and communication purposes.

## **Key Responsibilities**

1. Develop and design various materials for print and digital collateral for the foundation's marketing, communications, and community development initiatives and/or other related programmes on deliverables such as website information, infographics, videos, etc.
2. Coordinate, maintain, and work on the content generation for marketing and promotional initiatives, event-related as well as educational communications for digital and social media platforms, and ensure messaging is aligned with ROSE's values and mission.
3. Plan and coordinate the digital and social media campaigns according to the foundation's business goals.
4. Regularly track social media analytics, generate reports, and provide recommendations to improve the campaign's performance and the foundation's presence.
5. Prioritize and manage multiple projects within design specifications and budget restrictions.
6. Liaise and engage with agencies or business partners and vendors to ensure events and marketing collaterals are ready for implementation.
7. Manage inventory of marketing and educational materials.
8. Ensure projects are completed with high quality and on schedule.
9. Stay up to date with digital media technologies and the latest trends.
10. Assist in content research &/or market research.
11. Participate in ad-hoc projects as advised.
12. Support administrative functions as required.

## Required Skills & Qualifications

- Bachelor's in Marketing/Multimedia with knowledge in digital marketing, creative and content creation.
- Minimum 2 years working experience with 1 year in graphic design and the digital media industry with exposure in marketing and handling of digital and social media programmes.
- Knowledge of the industry's standard software such as Canva, Adobe Illustrator, and other graphic design software.
- Possess sufficient video editing skills and are familiar with video editing software such as Capcut, Adobe Premiere Pro, and other standard software.
- Possess interests in community work, public health, women's health, and other relevant fields such as events, education, etc.
- Good communication, collaboration, and interpersonal skills
- Ability to prioritize, excellent organizational skills, attention to detail, and willingness to learn.
- Ability to adapt to different demands and delivery deadlines.
- A proactive team player who can work with minimum supervision.
- Proficient in English and Bahasa Malaysia. Ability to speak Tamil or Chinese is a strong advantage.
- Having own transport is preferable.
- Available to work on certain weekends if required.

***If you are interested, please send your cover letter and resume to: [career@programrose.org](mailto:career@programrose.org)***