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MAP Foundation

Position: MMM Coordinator (Full time position)

1. Department: MAP Multimedia (MMM) Program

The Multimedia program oversees all forms of media produced or generated by MAP primarily for migrant workers. The Multimedia program includes: two community radio stations (FM97.5MHz, FM 102.5MHz), two websites (www.mapfoundationcm.org with Thai and English versions; www.mapradio.org with Shan and Burmese versions) and a number of Facebook pages (MAP Foundation, MAP Radio, MAP MIC).

MAP Multimedia Programme produces communication materials in migrant languages, such as Burmese and Shan, in order to effectively reach and empower the migrant community. Our media strives to respond to the needs and requests of the community, as well as provide support to the work of existing programmes focused on the themes of labour rights, women rights and empowerment, children rights, and health rights. MAP produces a wide range of audio, video and print materials to support migrants address issues they face, and MMM is the technical support for the organisation's media productions.

2. Job Summary:

The Multimedia Coordinator is responsible for developing and ensuring the quality of media produced by MAP, developing the skills of the team, overseeing reporting, and ensuring that funds are spent for the benefit of the migrant community. The Multimedia coordinator reports directly to the Director. This position leads MMM team meetings, is part of the management team, is responsible for capacity building of the MMM team, and participates in other events as required. (*This position may be revised as the Media Director in the near future.*)

Monthly salary starting at 18,000 THB plus depending on experience.



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3. Duties:

Team management
Lead a team of staff in Chiang Mai and Maesot
<ul style="list-style-type: none"> Communicate regularly with teams in Chiang Mai and Mae Sot (various languages used – Thai, Shan, Burmese) for updates and problem solving; teams include radio and multi-media. Support skills-training and capacity building of staff Coordinate and oversee the media teams work-plans, timesheets and leave forms Provide regular feedback, as well as annual evaluation Organize monthly planning and reporting meetings with project team Supervise interns and volunteers
Programme management
Implement project activities according to workplans and based on a media strategy, produce narrative and financial report to funders, and help fundraise, as possible.
<ul style="list-style-type: none"> Develop annual workplans according to project proposals and budgets. Oversee the timely production of media as planned over the year (in Shan, Burmese and Thai languages) Budget activities, authorise advances, and check bill clearance from staff, and prepare financial reports for the finance team to finalise Prepare narrative reports for donors Help liaise with donors (in English if possible)
Media Production
Oversee the production of media in various forms and ensure that they are of quality and that they respond to the needs of migrants and MAP.
<ul style="list-style-type: none"> Monitor new information and hot news relevant to migrant workers, translate into migrant language, and ensure that this information is shared expediently through MAP media channels



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- Develop, implement and monitor a media strategy to orient media production
- Monitor the quality and timeliness of media production
- Organize feedback and evaluation of materials by target communities
- Provide assistance and guidance to all media projects on format, content and lay out

Written / printed publications:

- Coordinate with the printing company for quotations, layout and printing of materials
- Oversee the commission or use of appropriate visuals to be used in publications
- Edit or proofread materials in Shan language as necessary
- Assist the Media Technician in the distribution of publications and maintain records of distribution
- Together with the Media technician, properly archive electronic versions of all MAP materials

Website:

- Oversee quality and ease of access of MAP's website(s), and ensure that information is up to date and relevant
- Coordinate with other programmes and staff to provide website content

Social Media

- Manage the MAP Radio and MAP Foundation Facebook fan pages
- Familiarity with new platforms and content production (such as Tik Tok) is beneficial
- Promote MAP's work respecting issues of consent and safeguarding for beneficiaries

Video

- Oversee production of video, including documentaries, in collaboration with Media technician, or help coordinate with outsourced media people



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Advocacy, Campaigns, and Networking

Help develop MAP campaigns and coordinate with partner organizations on advocacy activities in Thailand and internationally.

- Help develop communication strategies for campaigns and events
- Coordinate with external partners to promote MAP campaigns and activities from the local to international levels
- Develop / maintain linkages with relevant civil society networks / media institutions and donor and partner organizations to promote MAP's work and advocacy
- Network with partner media organisations and search for new funders

Organisation management

MAP is managed by a committee of senior staff that include all coordinators. As a member of the Coordinating Committee (CoCo), the MMM coordinator is involved in making decisions which affect the functioning of the organization and the achievement of MAP's goals.

- Attend and participate in regular Coordinating Committee meetings as part of the organization's management team (at least one Coordinating Committee meeting per month), including operational budget planning
- Apply the MAP Organizational and financial policies, procedures and Coordinating Committee's decisions
- Provide information on the year's programme activities to the director for the MAP annual report
- Assist in organizing MAP's organizational development workshops and staff retreats
- Attend MAP's board meetings and present on MMM's work



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4. Skills and Competencies:

- 2-5 years' experience in similar work
- Good knowledge of the production of printed, audio-visual and internet based / social media
- Language skills (*Essential*): Shan and/or Burmese, and Thai and/or English
- Experience with various media software / programs, sound and video experience preferred
- Written proofing and editing skills

Leadership and team management skills:

- Has the ability both to work independently and as part of a team
- Good communication skills
- Demonstrated planning skills

Attitude:

- Creativity and receptive to new ideas
- Dedicated to support the migrant community in improving their living and working conditions in Thailand
- Good knowledge of the migrant community, culture and languages, and political situation in Burma
- Can work in multi-cultural setting
- Is willing to work flexible hours when needed and able to travel

To apply, please send us your CV and cover letter with 2 references to jobsatmap@gmail.com

with the subject to "MMM Coordinator" by Jan 10, 2026.