

Communications Project Manager

Position Description
February 2025



Lestari Capital – Position Description:

Communications Project Manager

Duty Station

Jakarta or Bali

Contract Period

Fulltime, 1 year with potential for annual renewal

Our Company

Established in 2017, Lestari Capital is a conservation finance company, based in Southeast Asia, that develops innovative, nature-based products that enable companies to deliver on their sustainability objectives. We accomplish this by mobilising new finance for initiatives that protect and rehabilitate important natural landscapes around the world. The Indonesian word "Lestari" means sustainable, or everlasting, signifying our commitment to developing long-term sources of finance for high quality conservation and restoration initiatives.

Lestari Capital's impact model addresses a critical need for long-term operating capital for conservation and restoration projects run by local communities, non-profit organisations and environmental services companies. Lestari Capital aims to strengthen Southeast Asia's emerging ecosystem services marketplace, by connecting demand for on-the-ground conservation efforts among commodity producers/buyers with projects that are protecting or restoring forests where these companies operate, to protect at-risk areas.

Position Overview

This role will be instrumental in the management of the implementation of a high-impact communication strategy for Lestari Capital, with an emphasis on the Rimba Collective mechanism. The Communications Project Manager will support the coordination of various specialised communication consultants and service providers, ensuring all outputs are delivered in timely manner, and align with the Rimba Collective's brand, messaging, and engagement strategy to maintain quality and consistency. The position will be based in Indonesia (Jakarta or Bali) and report directly to the Head of Communications.

The Manager will collaborate closely with the Portfolio Development & Management Team to support integrated communication efforts across all projects and initiatives and manage day-to-day coordination between teams.

Position Responsibilities

General project management of communication asset development

- Support the Head of Communications to develop and implement a workplan to implement Lestari Capital's and Rimba Collective's communication objectives.
- Coordinate with relevant units within Lestari Capital to execute Rimba Collective communication workplan. This includes travel planning, budget tracking, development of purchase order documents and procurement approvals, as well as tracking & reporting payment schedule for all communication-related vendors.
- Support the Head of Communications in consultant coordination as needed, providing responses and documents in a timely manner.
- Support the development of Rimba Collective's Annual Report & other Rimba Collective's public communication and outreach documents.
- Support the Head of Communications to ensure that all communication materials produced are 100% alignment with the Rimba Collective brand, messaging, and key metrics.

Collection of Project Stories, Photos and Videos

- In coordination with the Head of Communications, and in collaboration with the Portfolio Development & Management Team and communication consultants, develop an implementation plan to collect and write a minimum of 6 stories on Rimba Collective's existing projects.
- Identify, procure, and onboard a team of photographers/videographers/writers as needed based on Rimba Collective's communication workplan and budget availability.
- Accompany team to the field and provide oversight and coordination and quality-control post-trip processing of materials collected.

Social media support

- Support the planning and implementation of a social media campaign primarily targeting potential new users of Rimba Collective through LinkedIn and other relevant social media channel.

- Support the development of press releases, digital, and social media content around Rimba Collective events, Rimba Collective thought pieces, Rimba Collective updates and project stories.

Rimba Collective event support

- Support the development of Rimba Collective events and talking points, and project-manage key milestones for the event preparation.

Media Relations Strategy

- Map and analyse regional media, to be added to the Rimba Collective Communications & Stakeholder Engagement Strategy.
- Develop, update and maintain a contacts directory ideally within CRM software.

Requirements

- Proficiency in English (written and oral)
- 4-5 years' experience in a similar comms-related role with a strong focus on project management.
- Organised, management-level, and process orientated individual with a proactive and collaborative approach to delivery.
- Detail orientated focus on quality assurance.

Personal Attributes and Competencies

- Proactive and energetic approach to work with a “can do” attitude.
- Willingness to undertake a diversity of tasks whether below or above experience level.
- Ability and experience to handle multi-tasking
- Experience or strong enthusiasm regarding nature-based solutions is a plus.

To Apply

Interested candidates are invited to submit their resume and cover letter to: jobs@lestaricapital.com. Please include “Communications Project Manager” in the email subject line.



We are dedicated to promoting diversity and inclusion in our workplace and encourage individuals from all backgrounds to apply. If you are a dedicated and passionate sustainability specialist looking to make a meaningful impact on the conservation of our planet's natural heritage, we invite you to join our team!

Application deadline: March 14th, 2025

