

JOB OPPORTUNITY

Phare Ponleu Selpak – meaning The Brightness of the Arts – is a Cambodian non-profit art school located in Battambang, empowering children, youth and communities through artistic, educational, social and community outreach programs since 1994. Find out more details about Phare Ponleu Selpak at our website: www.phareps.org

We are now seeking a qualified Cambodian candidate to fill in the full-time position of **Assistant Communication Manager** to be based in Battambang province, Cambodia.

Job Summary

Phare Ponleu Selpak is seeking a qualified Cambodian to join our Communications & Marketing team as an Assistant Manager, focusing on promoting the organization's schools and enhancing Phare Ponleu Selpak's visibility as a leading cultural and educational hub in Battambang. The ideal candidate will support the Communications Manager in executing strategic campaigns, coordinating with the departments, and co-managing a small, dynamic communications team. This role supports the execution of communication strategies by creating engaging Khmer-language content, managing digital platforms, and developing campaigns that highlight the work and impact of Phare Ponleu Selpak family including Phare's Visual & Applied Arts, Performing Arts, Education and Social Support programs.

Key Responsibilities

School Promotion & Brand Visibility

- Develop campaigns and storytelling strategies that elevate Phare Ponleu Selpak's profile as a centre for arts, creativity and youth empowerment in Battambang.
- Support outreach to local schools, organizations, artists' networks, and potential students.
- Plan content that showcases student achievements, school activities, exhibitions, performances, and workshops with the aim to increase student applications.

Content Creation & Communication

- Write and adapt engaging content in Khmer for digital and print platforms (articles, interviews, press releases, newsletters, social media posts, etc.).
- Support the production of videos, photos, and other visual content highlighting the schools' activities.
- Collaborate with the team members on creating visual storytelling and printed materials.

Digital Marketing & Social Media

- Manage Khmer-language social media content (Facebook, TikTok, Instagram, etc.) and drive engagement with Cambodian audiences.
- Regularly update the website with fresh school-related content (news, course updates, student spotlights).
- Monitor platform performance and suggest ideas for growth and engagement.
- Manage Salesforce CRM and support basic data analytics to track audience engagement and campaign performance.

Media, Events & Community Engagement

- Support in organizing and promoting public events, exhibitions, student showcases, and community activities.
- Coordinate local press engagement and maintain relationships with Cambodian media outlets.
- Represent Phare in local networking opportunities, festivals, and community forums as needed.

Internal Coordination and Support in Team Management

- Work closely with school departments, teachers, and students to collect stories, content, and updates.
- Support the Communications Manager in overseeing communication team activities.
- Assist the Communications Manager in managing team workflows and project timelines.

Qualifications and Requirements

- Cambodian national with strong writing and verbal communication skills in Khmer and English.
- Bachelor's degree in marketing, communications, media, or relevant experience in the field.
- At least 3 years of experience, with a strong track record, in communications, PR, or marketing, ideally in education, arts, or nonprofit sectors.
- Confident in using social media platforms and basic design tools (Canva, Meta Business Suite, Salesforce, etc.).
- Photography, video, or design skills are advantage
- Strong organizational and time management skills.
- Passion for arts education, community development, and youth empowerment.
- Strong interpersonal skills and ability to work with a diverse, multicultural team.

Please submit your application with detailed CV and recent photo to PPSA through contact below **by 6:00PM of May 27, 2025**

Attention: HR Coordinator

Anhchanh village, Ochar commune, Battambang city, Battambang province, Cambodia.

Or yuthyra.t@phareps.org

Short-listed candidates only will be contacted for interview. The successful candidate must adherence to vision, mission, and values of Phare Ponleu Selpak, and compliance with its Safeguarding and Child Protection Policy.