

## 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.

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

### Position Summary:

The Communications Assistant will help implement PPSA's communications, public relations and marketing initiatives. The Assistant should have strong communications skills (including social media usage, marketing communications and media understanding) with the ability to effectively reach a wide range of audiences both orally and in writing. This full-time position supports the whole Communications Department, and reports to the Communications Coordinator.

### Main Roles and Responsibilities:

Main Roles and Responsibilities of the position include, but are not limited to:

- Manage and monitor PPSA's social media daily: Facebook, Instagram, Twitter, Youtube, etc. – proactively search for news, topics and regular updates across all platforms. Respond to followers' comments & messages according to guidance.
- Manage all incoming requests on the communication@phareps.org email address.
- Translate documents to/from Khmer to/from English and interpret meetings and interviews as required by the department.
- Assist external media teams on campus (film/photo shootings) and ensure the enforcement of our media code of conduct.
- Maintain the photos and videos database, follow up media requests accordingly. Take good quality photos and short videos as required for news coverage.
- Support in any other communication related tasks when needed: emailings, website maintenance (ie circus calendar updates), Khmer press relations and partnerships, filing documents...
- Occasionally support in internal communication, organizing and running internal events.

### Required Skills/Qualifications:

- Fluent in spoken and written English
- Proficiency with Microsoft Office software
- Taste for writing, sharing stories and strong interest in social media platforms
- Strong interpersonal skills: positive attitude and willingness to learn, real attention to detail and high sense of responsibility
- Availability and flexibility to adapt to emerging needs and changing priorities, fluctuating workloads or tight deadlines
- Commitment to PPSA's vision, mission, and goals. Experience or interest in non-profit sector preferred
- Photography, movie editing or any extra creative skill is a plus.
- A Bachelors' degree in communications, marketing or related field is preferred.

Please submit your application with detailed CV and recent photo to PPSA through contact below by 6:00PM of June 15, 2021.

Attention: HRM

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

Or

sareth.k@phareps.org

Short-listed candidates only will be contacted for interview.

All successful candidates must comply with PPSA child protection policy & code of conduct.