**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 **Marketing and Communication Assistant for Art Schools** to be based in Battambang province.

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| **Job Title:** Marketing and Communication Assistant **Employment type:** Full-time, 40 hours/week; 1-year contract**Report to:** Communications Coordinator & School Directors **Location & Mobility**: Based in Battambang, Cambodia. Occasional travel is expected to Phnom Penh and Siem Reap. |

# **Position Description:**

The Communications and Marketing Assistant for the Art Schools implements the communication and marketing strategy of the schools to increase their visibility and elevate their status. The role is expected to promote the schools and actively engage the Cambodian public, especially youth and students, in and about Cambodian performing and visual arts.

This role will support the students in specific areas of communication and also support the schools’ internal communication efforts to make for a more productive, collaborate and engaged workplace by providing accurate and timely information and facilitating dialogue.

Main Roles and Responsibilities include but are not limited to:

• Participate and contribute to the development of a communication strategy for the schools (VAAS & PAS) Facebook and other social media pages/accounts (i.e. YouTube).

• Implement the communication strategy for the schools, which includes collecting stories, taking photos, making videos to post in Khmer and English

• Check comments, messages on a daily basis and engage and answer professionally.

• Support translation of documents to/from Khmer to/from English

• Draft different types of communication materials: letters, invitations, articles, interviews, etc.

• Support the organization as a whole in fulfilling all marketing and communication strategies, plans, activities as required

• Actively monitor websites (especially VAAS and PAS sections) and provide information for updating (e.g. monthly circus calendar, staff profiles)

• Support internal public communication of schools i.e. bulletin boards, reaching student groups and participating in managing quarterly internal magazine.

• Initiate and coordinate school marketing & promotion events for student recruitment

• Manage communication efforts around school events and fundraising efforts

• Support students with setting up their online portfolios, creating professional CVs

• Maintain updated lists (database) on industry partners

• Liaise with industry partners for various school needs and events (student internships, jury sessions, graduation etc.) and

Performs any other tasked assigned by School Directors.

**REQUIREMENTS/QUALIFICATIONS:**

* Fluent in spoken and written Khmer and English
* Degree in Business Administration, Public Relation or related field
* Some experience in non-profit sector preferred
* Strong proficiency with Microsoft Office
* Good computer skills (formats, file management, transfers)
* Basic Photoshop skills (image correction, clipping)
* Basic video recording skills (with camera)
* Basic video editing skills (with Final Cut or Premiere)
* Knowledge of weblog creation and management (Blogspot, Wordpress or Tumblr)
* Good email writing skills (conciseness, hierarchy of information)
* Good telephone ability (clearness, efficiency)
* Good organization skills and ability to prioritize
* Strong interpersonal skills, including the ability to project a warm, welcoming and positive attitude
* Sensibility to art and design
* Good attention to details
* Resourcefulness and energy
* Flexibility to adapt to emerging needs and changing priorities
* Good morality, friendly and Team work
* Adherence to vision, mission, and values of Phare Ponleu Selpak.

Please submit your application with detailed CV and recent photo to PPSA through contacts below by 6:00PM of December 11, 2020

Attention: HRM

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

sareth.k@phareps.org and vuthyra.t@phareps.org

Short-listed candidates only will be contacted for interview.

The successful candidate must comply with PPSA child projection policy & code of conduct, and adherence to the vision, mission, and Core values of Phare Ponleu Selpak Association.