

JOB OPPORTUNITY

Phare Ponleu Selpak (PPSA) or “The Brightness of the Arts” is a non-profit Cambodian association improving the lives of children, young adults, and their families with art schools, educational programs, and social support since 1994.

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

Position Summary:

The Marketing and 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:

- Use of social media surfaces of PPS: Facebook, Instagram, Twitter, Youtube, etc. – proactive search for news, topics and regularly update and upload stories across all platforms. Check comments, messages on a daily basis and answers according to guidance
- Coordinate with schools in managing their Facebook pages to fit global strategy
- Translate all documents to/from Khmer to/from English and interpret all meetings required by the department
- Draft different types of communication materials: letters, invitations, articles, interviews, etc.
- Maintain lists and materials for mailings to all stakeholders regularly updated
- Support in fulfilling all marketing and communication strategies, plans, activities as required
- Actively monitor website – upload information as requested (eg. monthly circus calendar) and proactively suggests topics, updates
- Manage all incoming requests on the communication@phareps.org email address
- Strong support in internal communication: manage quarterly internal magazine, different communication surfaces and channels, proactively suggest and collect topics
- Maintain registration lists for corporate events, supports in organizing and running internal events
- Take good quality photos and makes short videos for use on all types of communication channels
- Support work of Coordinator and Manager as requested

Required Skills/Qualifications:

- Fluent in spoken and written Khmer and English
- Bachelors’ degree in communications, marketing or related field preferred
- Some experience in non-profit sector preferred
- Strong proficiency with Microsoft Office software
- Experience with donor databases and e-mail marketing systems a plus
- Strong interpersonal skills, including the ability to project a warm, welcoming and positive attitude



- Exceptional organizational and project management skills with a strong attention to detail
- Flexibility to adapt to emerging needs and changing priorities
- Commitment to the PPSA's vision, mission, and goals

Please submit your application with detailed CV and recent photo to PPSA through contacts below by **January 3, 2019** after 6:00PM
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.