



JOB OPPORTUNITY

Phare Ponleu Selpak Association (PPSA) is a Cambodian non-for-profit organization based in Battambang province. For 25 years, PPSA has provided the vulnerable children and youth of our community with unique opportunities to develop themselves and their families through visual art, graphic design, animation, music, theatre, dance and circus training, social support and general education programs. Find out more details about PPSA at our website: www.phareps.org

We are now seeking a qualified candidate to fill in the position of **Marketing Communication and Media Coordinator** to be based in Battambang province, Cambodia.

Position Summary: The Marketing Communication and Media Coordinator will manage a broad range of communications and PR activities. He/she will manage all proactive and reactive media inquiries, online, print, onsite communication tools and channels. He/she organizes and runs events, manages internal communication and all marketing communication related areas. Will work very closely with all departments of PPSA to insure an effective and impactful communication.

Main responsibilities:

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

- Copywriting: articles, interviews, letters, press releases, posts, speeches; also, texts for all marketing materials and channels in line with visual identity and relevant design, image
- Ensure that communication/PR, marketing and brand strategies are realized
- Manage social media channels and PPS website
- Manage graphic design and product design work
- Manage small team of assistant, graphic designer and product designers
- Create and implement a visual guideline for campus
- Manage all campus communication signs, panels, posters, etc.
- Produce and update all printed and online communication materials, tools (eg. booklets, flyers, posters, circus schedule, catalogue)
- Produce and update all visual support materials of the bar and the boutique; and for events, workshops, retailers
- Manage any incoming design and marketing requests
- Develop communication plan and tools for community events and international festivals
- Organize, manage and follow-up all media inquiries (local and international) including media events
- Update and develop media contact list, update press kit
- Proactive network with media (including photographers, crews, production teams)
- Daily media monitoring and follow-up of incoming requests, create and update media coverage archive
- Regularly monitor social media channels and website for updating opportunities,



ហ្វារេពន្លឺសឺល្យ៉ាក់:
Phare Ponleu Selpak

analyze usage and suggest development ideas

- Cooperate with the schools and all other departments (including circus shows) to proactively find opportunities for any communications and/or events
- Organize and run PPS events (including international festivals, supplier, donor events) as requested/needed
- Collect and/or make necessary photos and videos
- Improve, coordinate and implement internal communication tools, channels
- Improve marketing communication tools, channels, materials, introduce new ones
- Network and cooperation with PPSE, occasional travels to Siem Reap

Requirements and qualifications:

- University degree in marketing, communication, media or equivalent experience
- Extensive experience working in marketing, communication and/or media areas
- Few years of experience in successfully managing a team
- Fluent in English both spoken and written, French and Khmer languages are an advantage
- Experience in developing web, print and social media content.
- Demonstrated ability to copywriting to a high standard, with an excellent grasp of language, spelling and grammar
- Experience in developing and overseeing social media and IT platforms, including Content Management Systems
- Graphic design and artistic skills are assets
- Experience working in the NGO, tourism or arts sector is an asset
- Experience working in a multicultural environment is an asset
- Well organized and ability to work under pressure
- Strong initiative and flexibility

Please submit your application with detailed CV and recent photo to PPSA through contact below by **February 20, 2019** before 6:00PM

Attention: HRM

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

Or

sareth.k@phareps.org and kimleng.c@phareps.org

Short-listed candidates only will be contacted for interview.

The successful candidate must comply with PPSA child protection policy & code of conduct, and Adherence to the values and missions of Phare Ponleu Selpak.