



## 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 position of **Community Outreach and Engagement (COE) Officer** to be based in Battambang province.

**Job Title:** Community Outreach and Engagement (COE) **Officer** | **Reports to:** Community Outreach and Engagement (COE) **Manager**.  
**Employment type:** Full-time, 40 hours/week; 1-year contract  
**Location & Mobility:** Based in Battambang, Cambodia. Occasional travel is expected to Phnom Penh and Siem Reap.

### POSITION SUMMARY

The Community Outreach and Engagement (COE) Officer will help implement and develop PPSA's department of Community Outreach, public relations and project initiatives to increase awareness and engage public in arts and culture. The Officer should have strong communications skills (with community, students, organizations, authorities, etc.), with the ability to effectively reach a wide range of audiences both orally and in writing. Capacity to coordinate between several departments and able to work with multitask. This full-time position supports the whole Community Outreach department, and reports to the Community Outreach Manager.

### Main Duties and Responsibilities

- Assist to establish partnerships and collaboration in arts awareness and education events with NGO and government agencies.
- Conduct outreach activities to promote PPSA's services.
- Assist to manage projects related to community outreach and engagement including follow-up and reporting to donor funded projects.
- In conjunction with the community outreach and engagement manager, advocate on behalf of PPSA and the community at related collaborations, community planning groups, social organizations, conferences, and other events as assigned.
- Assist with developing relationships within assigned communities by attending meetings, networking within community groups.
- Maintain positive relationships with partnering and referring agencies.
- Assist with the development of programs promoting PPSA.
- Complete appropriate documentations both hard and soft copies
- Complete appropriate data collection and report the data to the Community Outreach Manager.
- Give school and community presentations.
- Translate documents from Khmer to English and vice-versa and interpret all meetings required by the department.
- Create engagement opportunities with school alumni
- Assist to establish and manage artistic incubation, programs, or project work.



And other tasks assigned to meet program and organization mission, goals and objectives.

**Required Skills/Qualifications:**

- Bachelors' degree in any social science will be valuable (education, sociology, psychology...)
- Ability to work with diverse communities
- Fluent in spoken and written Khmer and English
- Knowledge of social issues related to child protection, gender issues, sexual diversity, and diversity in general is very valuable.
- Some experience in non-profit sector preferred
- Strong proficiency with Microsoft Office software
- Administration skills is valuable
- Strong interpersonal skills
- Experience with children, arts and Community Outreach will be very valuable
- Knowledge and experience in budgeting
- Knowledge and experience in organizing events/workshops
- Able to organize and conduct trainings
- Able to write reports and conduct evaluations of the activities, meetings, etc.
- Good problem solving and conflict resolution skills.

**Attitude**

- Critical thinking and open minded is required
- 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 August 16, 2019; by 6:00PM

Attention: HRM

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

Or

[sareth.k@phareps.org](mailto: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.