**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 full-time position of **Community Outreach and Engagement (COE) Officer** to be based in Battambang province, Cambodia.

**Job Title:** Community Outreach and Engagement (COE) Officer

**Working hours:** 40 hours/week

**Reporting to:** Community Outreach and Engagement Manager

**Position Summary**

The Community Outreach and Engagement Officer will help implement and develop PPSA’s department of Community Outreach and Engagement, 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 and Engagement department, and reports to the Community Outreach and Engagement Manager.

**Main Duties and Responsibilities**

* Establish partnerships and collaboration in arts awareness and education events with NGO and government agencies.
* Conduct outreach activities to promote PPSA’s services.
* Manage projects related to community outreach and engagement including follow-up and reporting to donor funded projects.
* Represent and 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.
* To maintain positive relationships with partnering and referring agencies.
* To 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 Coordinator.
* To 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
* Establish and manage artistic incubation, programs, or project work.

Please submit your application with detailed CV and recent photo to PPSA through contact below by March 1**3, 2020 before 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.

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