

Job Announcement

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 seeking a qualified Cambodian candidate to fill the position of **Graphic Designer** based in Battambang province.

Position Summary

Job Title: Graphic Designer

Working hours: 40 hours/week

Report to: Marketing, Communications, & Media Manager

Main duties and responsibilities

The Graphic Designer will produce visual materials for general communication and marketing purposes. Typical projects will consist of design for print and online materials, e.g., onsite signage, merchandising, advertising material, brochures, web design, social media graphics, and other assignments as needed. The candidate will work in the Development & Communications department.

Day-to-day activities

- Developing concepts, graphics, and layouts within the Phare Ponleu Selpak brand identity and according to briefings from the Development & Communications Managers.
- Determining the size and arrangement of illustrative material and copy, font style, and size according to the Phare visual style guide.
- Updating existing communication tools and materials.
- Reviewing final layouts and suggesting improvements as required.
- Designing products and templates for the Phare Boutique within the Phare Boutique brand identity.
- Creating visually appropriate materials that reflect the mission of Phare Ponleu Selpak.
- Coordinating the printing process for all marketing materials, as appropriate.

Key points of success

- Effective production of high-quality design materials
- High levels of creativity and bringing plenty of ideas to the table
- Maintenance of brand consistency within the Phare visual style guide
- Working quickly to meet deadlines
- Coordination with multiple stakeholders across several projects simultaneously
- Organization and self-direction in day-to-day tasks

Requirements

- Mastery of the Adobe Suite (Photoshop, Illustrator, InDesign, etc.)
 - Bonus: Familiarity with Premiere Pro and/or After Effects
- Fluent in English, both spoken and written.
 - Bonus: Fluency in French or other languages
- Proficiency in Microsoft 365 applications (PowerPoint, Word, Teams, etc.)



- Current knowledge of social media platforms and the image/design requirements for each
- Bonus: Basic knowledge of photography and/or videography to be used in marketing and communication materials.

Please submit your application with detailed CV and recent photo to Phare Ponleu Selpak through contact below by 6:00 p.m. on **August 7, 2023**.

Attention: HRM

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

Or

sareth.k@phareps.org

Only short-listed candidates will be contacted for interview.

The successful candidate must comply with PPS child protection policy and code of conduct, adherence to the values and mission of Phare Ponleu Selpak.