

## Job Announcement

Phare Ponleu Selpak (PPS) 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 **Communications Assistant, Events** based in Battambang Province.

### Position Summary

**Job Title:** Communications Assistant, Events

**Working hours:** 40 hours/week

**Report to:** Marketing, Communications, & Media Manager

### Main duties and responsibilities

The Communications Assistant, Events helps implement PPS’s communications, public relations, and marketing initiatives, with an emphasis on our events, workshops, and festivals. 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 will work in the Development & Communications Department.

### Day-to-day activities

- Manage and monitor PPS’s social media daily: Facebook, Instagram, Twitter, TikTok, YouTube, etc. – proactively search for news, topics, and regular updates across all platforms. Respond to followers’ comments & messages according to guidance.
- Create, shoot, and edit videos for the promotion of upcoming events and festivals.
- Manage incoming requests on the communication@phareps.org email address.
- Translate documents to/from Khmer to/from English and interpret meetings and interviews as required by the department.
- Assist external media teams on campus (film/photo shootings) and at events and ensure the enforcement of our media code of conduct.
- Maintain the photos and videos database, and follow up on media requests accordingly.
- Take good quality photos and short videos as required for news coverage.
- Maintain proactive relationships on campus to support internal communication and support other departments in their external communications, particularly the Projects, Community Outreach, and Events teams.
- Support in any other communication-related tasks when needed: email newsletters, blog posts, website maintenance (e.g., circus calendar updates), Khmer press relations and partnerships, filing documents, and other tasks as assigned.
- Occasionally support in internal communication, organizing and running internal events.

### Key points of success

- Effective communication skills
- High levels of creativity and bringing plenty of ideas to the table
- Maintenance of brand voice and tone within the Phare written 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

- Fluent in both English and Khmer, including both spoken and written skills.
  - Bonus: Fluency in French or other languages
- Strong writing skills
- Proficiency in Microsoft 365 applications (PowerPoint, Word, Excel, Teams, etc.)
- Current knowledge of social media platforms and other internet marketing trends
- Basic knowledge of creating and editing videos for social media.
- Bonus: Basic knowledge of photography to be used in marketing and communication materials.

Please submit your application with detailed CV and recent photo to PPSA through contact below **by 6:00PM of April 19, 2024**

Attention: HR Coordinator

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

Or [yuthyra.t@phareps.org](mailto:yuthyra.t@phareps.org)

Short-listed candidates only will be contacted for interview. The successful candidate must adhere to vision, mission, and values of Phare Ponleu Selpak, and compliance with its Safeguarding and Child Protection Policy.