

JOB Announcement

Phare Ponleu Selpak – meaning The Brightness of the Arts – is a Cambodian non-profit art school located in Battambang, empowering children, youth and communities through artistic, educational, social and community outreach programs since 1994.

We are now seeking a qualified Cambodian candidates to fill in the Full-time position of **Student Placement and Communication Officer** to be based in Battambang province.

Job Summary

Title: Student Placement and Communication Officer

Department: Visual and Applied Art School (VAAS)

Direct Report to: Director of Visual and Applied Art School

The Student Placement and Communication Officer, under the direct supervision of the Visual and Applied Art School Director, is responsible for helping students to find work placements with relevant employers providing the students with workplace experience and assist them with their transition into the workforce. The post-holder looks for placement opportunities that match the skills and preferences of the students. He/she is responsible for developing, maintaining and realizing the benefits of effective partnerships with industry stakeholders.

The post-holder is also responsible for implementing communication and marketing strategy of the school to increase its visibility and elevate its status. He/she is expected to promote the school and actively engage the Cambodian public, especially, industry partners, youths and students, in and about Cambodian arts. This role will support the students in specific areas of communication, and support the school's internal communication efforts to be a more productive, collaborated, and engaged workplace by providing accurate and timely information and facilitating dialogue.

Main Roles and Responsibilities:

Main Roles and Responsibilities of the post-holder include, but are not limited to the followings:

- Participate and contribute to the development of communication strategy for the school, Facebook and other social media pages/accounts (i.e. YouTube).
- Implement the communication strategy for the school, which includes collecting stories, taking photos, making videos to post in Khmer and English.
- Draft different types of communication materials: letters, invitations, articles, interviews, etc.
- Actively monitor websites (Visual and Applied Art School section).
- Support internal communication of school i.e., bulletin board, reaching student groups and participate in managing quarterly internal magazine.
- Initiate and coordinate school marketing & promotion events for student recruitment.
- Manage communication efforts around school events and fundraising efforts.
- Coordinate student internships and support with job placement including:
 - Help students with setting up their online portfolios and create professional CVs.
 - Help students to prepare for interviews
 - Maintain updated lists (database) of industry partners
 - Communicate with industry partners through various channels.
 - Maintain good relationship with the existing partners and build new partnerships.

- Liaise with industry partners for various school activities and events (jury sessions, graduation etc.).
- Know Phare Ponleu Selpak's products and services inside and out.
- Develop and maintain good relationship with local companies in creative industry
- Help students identify suitable internships and pursue their interest
- Draw up relevant contracts and documents to formalize the internship
- Accompany students during the course of their internships
- Manage internship reports presentations after completion
- Keep the list of job opportunities updated
- Communicate with teachers, and students as required.
- Translate documents from Khmer to English and vice versa
- Translate workshops (if any) from Khmer to English and vice versa
- Work closely with Student Services Supervisor to ensure efficient services are provided to students.
- Performs any other tasked assigned by the Director of Visual and Applied Art School.

REQUIREMENTS/QUALIFICATIONS:

- Fluent in spoken and written both Khmer and English
- Degree in Business Administration, Public Relation or related field
- Experience in non-profit sector is preferred
- Strong proficiency with Microsoft Office
- Good computer skills (formats, file management, transfers)
- Basic Photoshop skills (image correction, clipping)
- Basic video recording skills (with camera)
- Basic video editing skills (with Final Cut or Premiere)
- Knowledge of weblog creation and management (Blogspot, Wordpress or Tumblr)
- Good email writing skills (conciseness, hierarchy of information)
- Good telephone ability (clearness, efficiency)
- Good organization skills and ability to prioritize
- Strong interpersonal skills, including the ability to project a warm, welcoming and positive attitude
- Sensibility to art and design
- Good attention to details
- Resourcefulness and energy
- Flexibility to adapt to emerging needs and changing priorities
- Good morality, friendly and Team work
- Adherence to vision, mission, and values of Phare Ponleu Selpak.
- Must comply with PPSA Safeguarding policy of Phare Ponleu Selpak.

Please submit your application with detailed CV and recent photo to PPSA through contact below
by 6:00PM of August 30, 2024

Attention: HR Coordinator

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

Or 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.