

Habitat for Humanity International
Asia-Pacific Office
Job Description

Name of Position Habitat Young Leaders Build Campaign and Events Coordinator
Job Grade/Class
Current Holder
Based at (Location) Phnom Penh, Cambodia
Reports To Manager, Development & Engagement
Direct report

Core Function The Habitat Young Leaders Build (HYLB) Campaign and Events Office will work together with the Resource Development and Communications Officer and Volunteer Engagement Officer (as well as other focal points – the Housing and Land Policy Specialist and Volunteer Engagement Manager) in planning and implementation as well as monitoring and evaluation of Habitat Cambodia Habitat Young Leaders Build, an initiative of Habitat for Humanity International to engage the youth in the process of community development by volunteering, fundraising, advocacy building, and leadership training.

She/he will likewise support the planning and implementation of other campaigns and events like the World Habitat Day (WHD), National Housing Forum (NHF), among others, and closely coordinate with different focal points to achieve campaign/events targets.

Main Tasks

A. Habitat Young Leaders Build

- A.1. Work in collaboration with key focal points in leading the national planning and implementation of the HYLB annual campaign and long-term strategic plan by identifying targets, setting of timeline, and coordinating with stakeholders
- A.2. Represent the national team in the regional HYLB monthly calls and report on the national campaign planned activities and achievements
- A.3. Identify areas for collaboration and explore/expand opportunities for partnerships that result in growth in scale and reach
- A.4. Support the implementation of key regional initiatives and activities under HYLB including Scout Build, and advocacy grant program, a regional online competition, among others
- A.5. Support the implementation of the HYLB Leadership Academy national roll-out by becoming a certified Country Master Trainer and closely coordinating with the HYLB Leadership Academy Coordinator
- A.6. Support the mainstreaming of youth involvement in the national organization's programs in collaboration with the youth focal point under volunteer engagement

B. General campaigns and events

- B.1. Work in collaboration with key campaign/event focal points in leading the national planning and implementation of World Habitat Day, National Housing Forum, International Volunteer Day, among others.
- B.2. Identify and develop partnership opportunities that significantly add value to the campaign/event
- B.3. Create strategies for campaigns to increase Habitat Cambodia's reach in collaboration with key focal points with and outside the department to organize campaign related activities and achievement of awareness raising, overall engagement and local fundraising targets.
- B.4. Other campaigns and events related duties as required.

B. Monitoring and evaluation

- B.1. Manage and monitor all information related to the progress of activities
- B.2. Administer database and events calendar i.e. HYLB volunteers, event partner
- B.3. Prepare and timely submit reports, case studies/impact stories, visual content and other program milestones that will be useful for future design/development of volunteer education resources, annual reports, and presentations in collaboration with the resource development and communications officer
- B.4. Prepare post campaign evaluation reports and annual campaign reports

C. Communications

- C.1. Support the communications team in developing and improving promotional materials and collaterals, merchandise and other brand/profile-raising activities or efforts both online and offline
- C.2. Identify opportunities to showcase HYLB, WHD, NHF milestones in national events, forums, and other awareness raising activities

Skills/Attribute and Experience

Minimum Education required

Bachelor's Degree (or equivalent) in related field

Minimum experience required

- 2-3 working experience
- Project and events management experience
- Youth engagement experience
- Report writing experience

Skills and Knowledge required

- Highly developed written and oral communications skills, proficient in the English language and report writing
- Excellent prioritization and organization skills
- Creative, takes initiative and has a great love for events/campaign management
- Computer literacy and proficiency in word-processing, spreadsheet, and presentation
- Exceptional interpersonal skills, and a strong team player
- Experience in meeting objectives in high pressure environments

Beneficial but not required

- Experience in campaign management
- Monitoring, evaluation, accountability, and learning (MEAL) experience
- Training and development experience
- Fundraising experience