

## JOB ANNOUNCEMENT

Habitat for Humanity Cambodia (HFH Cambodia), a Branch of Habitat for Humanity International, is a global nonprofit housing organization bringing people together to build homes, communities and hope. HFH Cambodia has assisted over 18,000 low-income families in Phnom Penh, Siem Reap, Kandal, Takeo, Prey Veng and Battambang, where it has been active since 2003. HFH Cambodia is currently seeking a qualified local candidate to fill in the position of **Habitat Young Leaders Build Campaign and Events Coordinator based in Phnom Penh** with some travels to project fields.

### Job Responsibilities:

- 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 Coordinate the identification of specific HLP inefficiencies (issues) in country policy frameworks that hinder equitable access to affordable housing or security of tenure for the most vulnerable and low income families
- 2- Represent the national team in the regional HYLB monthly calls and report on the national campaign planned activities and achievements.
- 3- Identify areas for collaboration and explore/expand opportunities for partnerships that result in growth in scale and reach
- 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
- 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
- 6- Support the mainstreaming of youth involvement in the national organization's programs in collaboration with the youth focal point under volunteer engagement
- 7- 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.
- 8- Create strategies for campaigns to increase Habitat for Humanity International in 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.
- 9- Manage and monitor all information related to the progress of activities
- 10- 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

### Job Requirements:

1. Uphold and remain committed to the Habitat for Humanity Vision, Mission Statement and Mission Principles.
2. Bachelor's Degree (or equivalent) in related field
3. 2-3 working experience
4. Project and events management experience, Youth engagement experience and Report writing experience
5. Highly developed written and oral communications skills, proficient in the English language and report writing
6. Excellent prioritization and organization skills
7. Creative, takes initiative and has a great love for events/campaign management
8. Computer literacy and proficiency in word-processing, spreadsheet, and presentation
9. Exceptional interpersonal skills, and a strong team player
10. Experience in meeting objectives in high pressure environments

### How to Apply:

Interested candidates should apply with a completed **Application Form, updated CV and Cover Letter** (Do NOT attach other documents) mentioning the position title in the subject line of the e-mail to Human Resources Unit, HFH Cambodia, through e-mail: [job@habitatcambodia.org](mailto:job@habitatcambodia.org) by **01 July 2018**.