



## VOLUNTEER ANNOUNCEMENT

Habitat for Humanity International in Cambodia, a Branch of Habitat for Humanity International, is a global nonprofit housing organization bringing people together to build homes, communities and hope. HFHI Cambodia has assisted over 22,000 low-income families in Phnom Penh, Siem Reap, Kandal, Takeo, Prey Veng and Battambang, where it has been active since 2003. We currently seeking a qualified candidate to fill in the **volunteer position of Resource Development and Communications Assistant** based in **Phnom Penh** with extensive travel to project fields. The volunteer will get stipend 150 USD per month and insurance on Health and Accident.

### **Job Responsibilities:**

#### **Resource Development:**

1. Support the development of specific annual resource development targets and implementation of strategies (including annual events, special fundraising programs – both local and international, etc.)
2. Support in donor relations, including data management,
3. Support in organizing campaigns and events (i.e. Habitat Young Leaders Build, World Habitat Day)
4. Provide general assistant for the donor/partner visits
5. Contribute to the implementation of local and international engagement programs (for high network individuals, influencers /celebrities, cause marketing partners, among others)
6. Support the implementation of Habitat Cambodia's online fundraising.

#### **Communications:**

1. Contribute to the development of communication plan for the organization
2. Support in developing and maintaining a variety of creative external communications materials in English and Khmer and the distribution, including newsletter, family profiles, website, social media, annual reports, collateral materials and others as need. Support in the overall media coordination and outreach, counting the management of media database Support in the implementation of Comms Advocacy
3. Work across the organization, building strong relationships with colleagues to stay informed of latest organizational and field developments and Support the department in coordinating with relevant units within Habitat Asia Pacific region
4. Maintain a positive external image of the organization
5. Participate in administrative activities as required

### **Job Requirements:**

1. Full commitment to Habitat Vision, Mission Statement and Mission Principles.
2. Self-motivated, possesses a positive and proactive outlook, flexible and able to work independently and without close supervision and when under pressure, and aims to have a solid growth in the nonprofit sector
3. Bachelors degree in relevant field required
4. Minimum 2 years of fundraising, communications, partnership/business development or relevant experience strongly preferred
5. Excellent written and oral communication skills and translation skills required
6. Highly creative and resourceful, able to coordinate multiple tasks

7. Able to work effectively in cross-cultural settings; can support, negotiate and cooperate with those of other cultures
8. Proven ability to manage workloads and multiple priorities efficiently and with minimal supervision
9. Good public speaking skills and presentation skills in Khmer and English languages
10. Proven experience using social media tools (e.g., Facebook, Twitter, YouTube, MailChimp) to energize donor audiences
11. Proficiency with Microsoft Office (Outlook, Word, Excel, Power Point, Publisher or other relevant software), Adobe In-Design
12. Knowledge in Adobe Photoshop and InDesign and other design and web programs a plus
13. Basic knowledge or interest in Photography is a plus

**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 **04 November 2018**.

Female and person with disability are strongly encouraged to apply.