

# ARE YOU INTERESTED IN BEING PART OF WHAT GOD IS DOING IN CAMBODIA?

## ASIAN OUTREACH CAMBODIA - STUNG TRENG



We are looking for two candidates to serve as a Guest Coordinator and someone to be our Communications Manager at Asian Outreach Cambodia (AOC). The ideal applicants are willing to commit for two years or more and start July 2018.

### OUR VISION & MISSION

Asian Outreach Cambodia strives to break the poverty cycle by restoring hope and dignity to rural Cambodians. We do this through five main projects: Water and Sanitation (water filters and latrines), Water Access (wells), Agriculture training, Assisting Children to School (A.C.T.S) and The Hope Centre, a multi-purpose adult education centre.

AOC is a Christian non-government organisation (NGO). Gods love is woven through all our projects, and we have a strong ministry focus as an organisation. It is vital that the applicant is able to align with Christian values.

Cambodia is a very relational culture and therefore it is essential that the applicant will strive to connect with the colleagues on this level.. Asian Outreach Cambodia is like a family. Due to the rural setting of Asian Outreach Cambodia, it is important that on arrival staff take time to observe and learn about the culture so they are more effective in their relationships and in doing so have a greater impact.

### EXPAT STAFF

As an expatriate staff member at Asian Outreach Cambodia, you will receive the following benefits: a monthly stipend towards your living costs, local health insurance; the opportunity to participate in a weekly fun community education night;. You will be responsible for the following: raising some of your own personal support for living costs to supplement the stipend from AOC, a personal support network, and provide your own flights and travel insurance.



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### STUNG TRENG



## COMMUNICATIONS MANAGER

The Communications Manager is responsible for managing social media and effectively communicating with our donor database while helping create fundraising campaigns

### ROLES & RESPONSIBILITIES

- Manage AOC and The Hope Centre social media accounts
- Create new promotional materials across all projects
- Meet with project managers regularly to keep up to date with AOC development.
- Make regular village visits with field staff to keep up to date with projects and get content
- Host and plan fundraising events or campaigns
- Create and develop of print and online advertising, email marketing, work with companies on website management
- Create and distribute a 6-weekly newsletter to our donor database to update on projects and current needs

### REQUIREMENTS

- Must be a confident and clear communicator
- Strong writing, editing, proofreading, layout and design, professional printing/publishing skills are essential
- Must possess excellent organizational, time planning and planning skills
- Superior project management and time management skills
- A wide degree of creativity
- Strong knowledge and understanding of current trends in digital media/social media
- Self-motivated with a positive and professional approach to management
- Skills or a passion for photography

## GUEST COORDINATOR

The Guest Coordinator is responsible hosting and organising the logistics for donors, volunteers, Church teams, new staff, interns and guests and events. at The Hope Centre

### ROLES & RESPONSIBILITIES

- Communicate with interested volunteers and visitors and schedule effectively.
- Liaise with project managers and leadership to coordinate schedules for volunteers and visitors (i.e. timing, project needs, opportunities to serve etc.).
- Coordinate logistics such as accommodations, meals, transportation, visas, airport pick-up, etc.
- Create appropriate systems to organise visitors.
- Keep volunteer and visitor's handbooks up to date.
- Host volunteers and guests to ensure their time with AOC is positive.
- Provide cultural and AOC orientations for volunteers, new staff and guests upon arrival.
- Effectively manage The Hope Centre (accommodation) and communicate with cook/cleaning staff about room bookings, catering, menu, etc.
- Budget for guests and teams

### REQUIREMENTS

- Strong clear communication skills.
- Strong organizational skills
- Strong interpersonal skills.
- Thrives on working with people
- Strong administrative skills.
- Experience in cross-cultural work/ministry recommended
- High capacity and multi tasker

If you are interested in either of these roles, please contact: [emilyreidaoc@gmail.com](mailto:emilyreidaoc@gmail.com)

