

Job Description

COMMUNICATION ASSISTANT

About SeeBeyondBorders

SeeBeyondBorders' primary focus is to improve education standards in Cambodia, providing children with access to quality teaching and learning at school. SeeBeyondBorders is a registered charity in Australia and the UK and operates as a registered international non-government organisation in Cambodia. Operating in two provinces in Cambodia, SeeBeyondBorders conducts programs to teach teachers, engage parents and communities to support and encourage their children to get to school. In the work we do in schools and in the way we run the organisation, our aim is to build capability within Cambodia so that ultimately SeeBeyondBorders becomes the professional development provider of choice.

Our primary focus is in the rural areas of Battambang and Siem Reap provinces. In each area, our Quality Teaching programs form the lead initiative and are supported by our Community Engagement and Systemic Support programs according to individual school development plans, community needs, and systemic requirements.

Currently we work in 81 schools, with approximately 330 teachers in our programs, who teach and educate more than 10,056 children.

Overview of the Position

The Communication Assistant will work under supervision of the Communication Officer in enhancing and improving our communications output. The Communication Assistant will primarily assist the Communications Officer with photo/video editing, office administration, the creation of effective visuals.

Employment Type	Part time
Location	Siem Reap with or Battambang
Accountable to	Communication Officer
Hours	20 hours per week With scheduled Cambodian public holidays (approximately 23 days per year) together with 18 days of annual leave per annum, accessible on a pro-rata pre-approved basis. Occasional weekend work may be required with time off in lieu.
Salary	
Start Date	As soon as possible
Qualifications and experience – Required	<ul style="list-style-type: none"> - Hold/working towards a degree in computer science - Able to use digital camera to record the video - Help with camera lighting and preparation for video making - Able to use Adobe Photoshop , InDesign and Premier pro - Excellent interpersonal communication skill and ability to work closely and supportively within a team - General IT skills including Google Drive and related applications - Proficiency in English (especially speaking)
Qualifications and experience – Desirable	<ul style="list-style-type: none"> - Good motivational skills - Ability to work closely with a team - Previous experience working with NGO's - Previous experience working with vulnerable communities - Proficient in English (writing and reading)

Personal Characteristics:	<ul style="list-style-type: none"> - High level of initiative, a self-starter, capable of working unsupervised - Results-oriented manager keen to develop the skills of others to help achieve those results - Team player, willing to work hard and set an example to colleagues at all levels of the organisation - Respected and respectful with a high level of honesty and integrity who is capable of building and maintaining trusted relationships - Innovative and creative attitude to change and improvements with a willingness to share ideas and identify opportunities for improvement - Being an active listener and able to take on advice as well as give advice in a respectful manner.
Responsibility for Values	Active commitment to the SeeBeyondBorders Development Philosophy and values; <ul style="list-style-type: none"> - Changemaker Competency Integrity Courage Respect

Tasks and Responsibilities

Coordinate the Photo and Video Record

- Help the communications officer to take or record videos
- Prepare lighting, visuals and sound in advance of video recording
- Help editing raw content to be used by the communication team
- Make sure all equipment battery is fully charged and working well
- Organise the raw files effectively ensuring that these files can be use by other members of the communication team
- Report to manager if the device is faulty or broken
- Assist in the post production and editing processes

Other assigned tasks

- Create visual concepts using computer software
- Develop graphics and layouts for soft and hard copy
- Prepare and collate information to be used for external communications
- Coordinate and organise online teaching resources
- Assist with the development of content for Cambodian Facebook page
- Support the production of new teaching resources
- Publish resources on the website as and when required
- Office administration tasks as designated by the Communications Officer and the IT Manager

Applications

Applications addressing the specific requirements in this Job Description should be submitted by email to hr.cambodia@seebeyondborders.org

More information and enquiries

Enquiries about this role, or about the SeeBeyondBorders organisation should be directed initially to hr.cambodia@seebeyondborders.org

Further information about SeeBeyondBorders is available at

Web : www.seebeyondborders.org
Facebook : www.facebook.com/SeeBeyondBorders
Blog : seebeyondborders.wordpress.com
Twitter : www.twitter.com/seebeyondborder

The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. You will also be asked to sign our Vulnerable Persons (including children) Protection Policy and our Code of Conduct.

SeeBeyondBorders is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local country protected class.