

TERMS OF REFERENCE

KSCP Communications Officer

The Wildlife Conservation Society WCS Cambodia Program

Tasks

The KSCP Communications Officer will take overall responsibility for internal and external communications to promote the Keo Seima Conservation Project (KSCP) and the REDD+ Project at Keo Seima Wildlife Sanctuary (KSWS), Cambodia.

Responsibilities:

The KSCP Communications Officer will lead on development of communications material for KSCP by:

- Working with field and technical teams to source news stories that can be used to promote the KSCP.
- Disseminate photos and good news stories through facebook to promote the success of the project and the work in all WCS sites.
- Lead on other relevant communications, partnership, coordination and project promotional initiatives, including production banner, poster, leaflet, brochure, signboard, flyer, etc., as agreed with the WCS Communications Manager.
- Promote the use of and build capacity for new technologies related to internal and external communication and information management and sharing.
- Take responsibility for WCS KSCP Facebook page
- Produce WCS REDD+ Keo Seima Wildlife Sanctuary's quarterly newsletter.
- Draft press releases to promote the project in the media.
- Undertake training of WCS staff in effective communication skills, as needed.
- Maintain a good relationship with national and international media to ensure accurate coverage.
- Any other duties as requested by your manager.

Qualifications, experience and character:

- A degree in Communications or other relevant field.
- Demonstrable strong capacity in IT and use of social media.
- Prior experience in a communications role is an advantage.
- Excellent written and spoken Khmer and English language. Ability to write fluently in English for an international audience is an advantage.
- Self-motivated, with an ability to work independently.
- Competency in the use of Adobe Photoshop, Adobe Illustrator and Adobe InDesign for publications, and Adobe Premier video editing.

The position is based in Mondulhiri, Cambodia.

Reports to: Communications Manager.