



Term of Reference

Communications Volunteer

Wildlife Conservation Society (WCS), founded in 1895, is one of the world's leading conservation organizations, committed to protecting the world's wildlife. WCS has a clear mission to save wildlife and wild places across the globe and aims to conserve the world's largest wild places in 15 priority regions, home to more than 50% of the planet's biodiversity.

WCS has been working in partnership with Cambodia's Ministry of Environment and Ministry of Agriculture, Forestry and Fisheries to conserve Cambodia's natural heritage since 1999. WCS empowers communities and supports the government agencies to protect natural habitat and globally threatened wildlife in a number of Cambodia's protected areas, including the northern parts of the country, Keo Seima Wildlife Sanctuary, Tonle Sap Lake and Flood Plain, and Koh Kong River and Wetlands.

To disseminate WCS's conservation work to a wider audience at the local and international levels, we open a voluntary opportunity for undergraduates/young professionals who wish to gain experience in the field of media and communications with a conservation organization.

Position Title : Communications Volunteer
Duration : 6 months
Duty Station : Phnom Penh
Report to : Communications Manager

Description

Under the guidance and direct supervision of the Communications Manager, the Communications Volunteer supports the implementation of the communications strategy and work plan to promote the profile of WCS among donors/partners, media, and the public.

The Communications Volunteer (CV) assists the Communications Unit in producing communications materials related to WCS's activities and achievements. The CV is based in Phnom Penh, but she/he is required to travel to WCS target areas and other places if necessary. Stipend will be provided.

Key Responsibilities

The Communications Volunteer is tasked to **assist** the Communications Manager in:

- Drafting Facebook contents on important public events, workshops, forums, and campaigns;
- Writing success stories of WCS-supported target groups for WCS's website, facebook and donors;
- Producing short videos on WCS's main activities and achievements;
- Organizing public events and exhibition;
- Designing communications materials such as backdrop, banner, poster, leaflet, brochure, signboard, booklet, flyer, etc.
- Managing WCS's project Facebook page

Qualifications

- Undergraduate or bachelor's degree in Media and Communications
- Experience in designing communications materials
- Excellent writing and communications skills in both Khmer and English

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- Commitment to learning about conservation issues
 - Good interpersonal skills and teamwork spirit desired
 - Competency in the use of Adobe Photoshop, Adobe Illustrator and Adobe InDesign for publications, and Adobe Premier video editing.