



TERMS OF REFERENCE

COMMUNICATIONS LEAD

Damnok Toek ("Drop of water" in English and "Goutte d'eau" in French) is a Cambodian organization working with vulnerable children, young adults and their families. Damnok Toek (DT) runs projects in Poi Pet, Neak Loeung and Kep in the fields of Child Protection, Safe Migration and Disability. More information on the projects and beneficiaries is available on Damnok Toek's website: www.damnoktoek.org.

Position: Communications Lead

Location: Based in Phnom Penh; with regular travel to other DT project sites, equal to app. 3-5 days per month.

Starting date: As soon as possible

Closing date: September 8th, 2024

Role and responsibilities

Communications:

- Responsible for a user-friendly DT website and all communication on DT social media that are relevant, inspirational, informative and promotional towards the audience.
- Responsible for developing the DT annual report, in collaboration with projects and departments.
- Document DT's work via articles, case studies, impact stories, brochures, posters, images, videos, etc., for keeping current stakeholders informed, and to attract new partners and donors.
- Develop ad hoc communication materials based on both external and internal requests.
- Develop a yearly workplan for communication in collaboration with the Finance and Fundraising team.
- Train and coach project teams in collecting content and taking pictures for communication purpose.
- Develop/upgrade and standardise DT's communication templates for, e.g., PowerPoint, email, concept note, video, report.
- Operate a communication management information system, well-organised for other users to access.
- Be upfront on new communication trends and strategics and explore with the Head of Finance and Fundraising how to innovate DT's communication work.

Collaboration with the Fundraising Team:

- Engage in mapping and outreach to new potential donors, within the fundraising strategy.
- Collaborate with the fundraising team on exploring and designing concepts for local fundraising.
- Assist in desk research and data collection for proposal writing.
- Assist in proposal writing, report writing, and official communication.

Staff reporting to the Communications Lead: No direct staff supervision, but intentional networking and collaborating with project teams and departments is essential.

Position requirement/qualification

- Bachelor's degree in relevant field, or relevant experience
- At least 5 years of experience in communications and or social media related work
- Fluency in written and verbal English, Khmer language is a plus
- Computer literate: skilled with using Microsoft Office, WordPress, Canva (or other graphic design platforms), video editing skills a plus
- Strong planning skills, time management and analytical abilities, with attention to details
- Dynamic, honest and positive attitude, works as a team member, ability to work under pressure, interpersonal communication skills

Interested candidates are required to send their CV and motivation letter with expected salary to admin_hr@damnoktoek.org by September 8th, 2024.

Women and people with disability are encouraged to apply.

Only shortlisted candidates will be notified. For further information about the organisation, visit our [website](#).