

## Communications Officer

Glean is an international development agency based in Phnom Penh, Cambodia, for people who want to make a difference. We serve NGOs, non-profits, social enterprises and anyone who's working to make a positive change in the world, and we help them to do their best work. We've got experience in human-centered design, research, technology and behavior-change communications, and have met the needs of clients from around the world, including World Vision, the Johanniter, FHI360, Splash, Oxfam and the World Bank.

We create what our clients need to make the difference they want to make.

Glean has a small team based in Phnom Penh and is looking to hire a communications officer to help deliver amazing results for our recent USAID funded technology pilot.

Please email us a copy of your CV, portfolio, and salary requirements to:  
[chantrea@glean.net](mailto:chantrea@glean.net)

### **Job Description**

The Communication Officer works closely with our clients, partners, and internal teams to deliver amazing results for our clients. Most work will be focused on developing our social media content and working on a larger donor funded social media program.

The Communication Officer is responsible for assisting with the overall strategy, coordination, implementation, execution, control and completion of specific communication projects ensuring consistency with company strategy, commitments and goals.

### **Job Responsibilities**

- Create dual-language English and Khmer promotional materials using different types of social media and traditional media.
- Assist program-staff with donor-related communication needs such as narrative reporting
- To present about the work of Glean to interested visitors/donors
- Assist in updating website content
- Reflect our company standards
- Identify opportunities to increase revenue and relationships with our clients.
- Communicate our brand, vision, and standards
- Work with clients from all types of backgrounds, ideals, and goals

### **Education & Experience**

- Past experience in communications and/or marketing.

- Working knowledge of Adobe products (Photoshop, Illustrator, Fireworks).
- Experience in Office software (Outlook, Word, Excel).
- Knowledge of typography (English & Khmer).
- Ability to speak and write in both English and Khmer

### **Key Competencies**

- Critical thinking and problem-solving skills
- Planning and organizing
- Decision-making
- Communication skills
- Influencing and leading
- Delegation
- Team work
- Conflict management
- Adaptability
- Stress tolerance