



Job announcement: Marketing & Media Volunteer

Cambodian environmental NGO Mlup Baitong (The Green Screen) is currently looking for a Marketing & Media Assistant to support our existing team. As Marketing & Media Assistant you will be maintaining our website www.mlup-baitong.org, our Facebook account, handle our public relations, and provide your own creative ideas on how to present Mlup Baitong in the media. You will be working closely with our Resource Center Coordinator and our Capacity Building Advisor.

A detailed list of tasks and more information about Mlup Baitong can be found in the job description.

You are:

- Proficient in both English and Khmer
- A student in Communication Studies, English language studies, Media Relations, Advertising, PR or a related field, or a young professional with experience in the mentioned areas
- A confident user of the internet, especially social media
- Creative, motivated and able to work independently
- Interested in environmental conservation and livelihood improvement
- Able to work around 10 hours a week for a compensation of 30 USD per month

If this sounds like you then do not hesitate to get in touch with us. Please send us your CV and cover letter outlining your experience and competences, and why you want to work with us. Successful candidates will be invited to a personal interview where we can get to know you better.

We look forward to hearing from you.

Ms. Daniela Fendt
Capacity Building Advisor
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Ms. Sylvie Huot
Resource Center Coordinator
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Mlup Baitong

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Job description: Marketing & Media Volunteer

Position: Marketing & Media Volunteer
Reports to: Capacity Building Advisor
Location: Phnom Penh

About Mlup Baitong

Mlup Baitong (MB), literally translated as “Green Shade”, is a dynamic and respected Cambodian NGO. It was first established in 1998 to address environmental problems in Cambodia with its mission “To support the protection of the environment in Cambodia by increasing awareness and promoting sustainable use of natural resources while improving people’s livelihood”, and its goal “To contribute to poverty alleviation of Cambodia through rights-based empowerment of rural communities to manage their natural resources sustainably while obtaining improved livelihoods”.

Currently Mlup Baitong works in nine provinces and employs approximately 50 Khmer staff at its main office in Phnom Penh and its field offices in Kampot, Kampong Speu, Kampong Chhnang, Pursat, Battambang, Siem Reap, Kampong Thom, Stung Treng, and Svay Rieng provinces. Additionally, MB is supported by an expatriate advisor for capacity building and by several Cambodian and international Volunteers and interns.

Tasks

The Marketing & Media Volunteer works on increasing Mlup Baitong’s visibility in the media. She_he contributes ideas and initiatives on how to improve Mlup Baitong’s visibility in the media nationally and internationally. She_he works on expanding the knowledge about Mlup Baitong among Cambodians and potential and existing donors, and establishes Mlup Baitong as a credible source for opinions and information about current trends and topics regarding conservation and livelihood improvement in Cambodia.

- MB website: Admin, maintain blog, updates and changes to the website, monitor outreach
- MB Facebook: Write posts, answer messages, monitor outreach
- LinkedIn: Create and maintain MB profile
- YouTube/Vimeo: Maintain MB profile
- Idealist.org: Maintain MB profile
- Public relations: Engage with local and national journalists and motivate them to report about



MB's activities

- Admin: Maintain picture and text database, create and distribute media insights & statistics
- Events and fairs: Provide ideas about where and how MB could participate in fairs and events, and manage participation
- Google Analytics: Improve search results for MB (SEO)
- Contribute, evaluate, and develop ideas on business development for MB, e.g. providing consultancy services

Working hours

10 hours per week. Timing to be mutually decided between Marketing & Media Volunteer and Capacity Building Advisor.

Compensation

USD 30 per month.

Terms

Duration of contract: 6 months. Termination: After 6 months, unless extension agreed by both parties. Contract can be terminated by MB without further notice if Marketing & Media Volunteer fails to complete tasks as outlined above. Contract can be terminated by Marketing & Media Volunteer if MB fails to provide compensation as outlined above.