

**Wildlife Conservation Society  
(WCS) Cambodia Program**

**JOB DESCRIPTION**

**Position:** Communications Intern

**Program:** WCS Cambodia Program

**Duty station:** Phnom Penh

**Reports to:** Communications Manager

**Position Type:** Full-Time

**Duration:** 3 months; Extension Possible

**About WCS Cambodia**

The Wildlife Conservation Society (WCS) is a non-profit organization dedicated to saving wildlife and wild places since its establishment in 1895. With over a century of experience, the WCS operates in over 60 countries and has helped establish more than 150 protected areas across the globe, safeguarding critical habitats and protecting 50% of the world's known biodiversity.

In Cambodia, where wildlife and natural habitats are threatened, WCS is working to ensure a sustainable future for both people and wildlife. The Cambodia program takes a comprehensive approach to conservation, combining scientific research, community-based initiatives, and partnerships with local governments and organizations. From protecting diverse landscapes to mitigating the impact of zoonotic diseases and illegal wildlife trade, the WCS Cambodia program promotes conservation efforts across various issues and ecosystems.

With global attention turning to environmental issues, WCS Cambodia is committed to keeping information about the country's unique biodiversity and natural resources relevant and accessible to the Cambodian government and the public. With a dedicated role to support the communications department, the program aims to engage key audiences, deliver timely and accurate information, and proactively promote conservation efforts by sharing compelling stories and multimedia content. In addition, by highlighting the voices and experiences of local communities and those on the frontlines of conservation, the program hopes to inspire action and build momentum to protect Cambodia's most precious wildlife and wild places.

**About the Role**

As a Communication Intern, you will be expected to report regularly on the progress of the project according to the workplan. You will also collaborate with the Communications team and the project teams to implement the communications and media plan, and to collect and produce stories of impact and change. You will assist the team in updating social media, digital, and designing IEC materials to inform the public, donors, and relevant stakeholders about WCS's work and visibility.

## **Key Responsibilities**

- Assist in crafting engaging digital content, such as feature stories, photos, videos, and infographics, that resonates with various audiences, including donors, partners, policymakers, and the public, and showcases the program's impact in protecting Cambodia's unique biodiversity and landscapes.
- Assist in creating compelling print materials, including brochures, posters, banners, and project signboards, that effectively communicate the program's impact.
- Localize communications materials by translating content from English to Khmer, ensuring that messaging is effectively conveyed to local audiences across all projects.
- Participate in the day-to-day work of the organization: reporting, attending team meetings as required, and taking a flexible approach to general administrative and support tasks.
- Support program's media relations by assisting a media training with local journalists in Q2 2023
- Work on other projects or assignments as needed.

## **Required Skills and Experience**

- Fresh graduate or recent year 3-4 university students (bachelor's degree level in Communications, Marketing, Public Relations, International Relations, Media managements, Journalism)
- Fresh or at least one year experience in digital communications, journalism, or social media, ideally at an NGO or IO in Cambodia.
- Experience in writing, editing, content production, and dissemination for online audiences at the national and international levels.
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint) is required; knowledge of Adobe InDesign, and Photoshop is an asset.
- Experience in design and photography is an asset.
- Written and oral fluency in English and Khmer is required.
- Able to work autonomously after being briefed on tasks and goals.
- Able to work comfortably and effectively across diverse cultures and stakeholder groups.
- Willingness to travel to remote field sites for extended periods.

**Application Process**

Interested candidates who meet the above qualifications should apply by emailing a cover letter and CV with and the names and contact information of two references to [cambodiahr@wcs.org](mailto:cambodiahr@wcs.org) by **January 14, 2024**. Please include “Communications Intern” in the subject line of your email.

WCS is an equal-opportunity employer dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value.

Please note that only short-listed candidates will be contacted for an interview.