JOB DESCRIPTION

Position: Communications and Multimedia Officer

Reports to: Senior Communications and Multimedia Manager

Location: This position is based in Phnom Penh

Country Program/Sector: GCP Asia – Mekong region/WCS Cambodia Program

Position Type: Full-Time

Expected travel: Periodic travel to work in other work locations, districts, and provinces as required.

Organization Background:

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. Working with local communities and organizations, that knowledge is applied to address species, habitat and ecosystem management issues critical to improving the quality of life of poor rural people whose livelihoods depend on the direct utilization of natural resources.

Program Overview:

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. The program aims to engage this ever-important audience through a communications and multimedia role, delivering timely and accurate information and proactively promoting 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.

Job Summary:

The **Communications and Multimedia Officer** supports the Communications Department in creating engaging visual and digital content that promotes WCS Cambodia's conservation work, including both the Keo Seima REDD+ and NPL REDD+ projects. The role focuses on graphic design, social media content creation, photography support, and communications materials development for both online and offline audiences.

Working closely with the **Senior Communications and Multimedia Manager**, the Officer will help transform conservation stories and technical information into creative, audience-friendly content that inspires awareness and action for wildlife conservation in Cambodia.

Through your work, you'll inspire actions and behavior change toward protecting wildlife and their natural habitats by delivering creative and thought-provoking media content to key audiences, including youth, students, professionals, businesses, NGOs, communities, and governmental agencies. Through your storytelling, you will inspire a shared vision rooted in conservation cooperation and a deep appreciation for the richness of Cambodia's biodiversity.

Major Responsibilities:

Graphic Design (40%)

1. Design visual communication materials including social media graphics, infographics, posters, brochures, banners, reports, presentations, and educational materials.
2. Develop branded templates and design assets that align with WCS visual identity guidelines.
3. Create illustrations, layouts, and visual storytelling products for conservation campaigns and outreach activities.
4. Support the design and production of community-focused communication materials for audiences with varying literacy levels.

Digital Communications (30%)

1. Develop social media content including graphics, carousels, reels, and short videos.
2. Assist in managing WCS Cambodia social media platforms and website updates.
3. Draft short social media captions, stories, newsletters, and other communications content in Khmer and English.
4. Support the implementation of communications campaigns and awareness activities.

Multimedia Support (20%)

1. Support photography and videography during events, field visits, and conservation activities.
2. Edit photos and basic videos for social media, campaigns, and outreach materials.
3. Organize and maintain digital photo, video, and design asset libraries.

Communications Coordination (10%)

1. Coordinate with project teams to collect stories, photos, and communication materials.
2. Support communications reporting by compiling content statistics and documenting communications outputs.
3. Ensure all communication products comply with WCS branding standards.

Minimum Requirements:

Education

- Bachelor's degree in communications, Graphic Design, Media, Journalism, Marketing, or a related field.

Experience

- 1-3 years of professional experience in communications, graphic design, digital marketing, or multimedia production.
- Experience working with NGOs, conservation organizations, or development projects is an advantage but not required.
- Portfolio demonstrating graphic design and digital communications work.

Technical Skills

Required:

- Adobe Photoshop
- Adobe Illustrator
- Canva
- Microsoft Office (Word, Excel, PowerPoint)

Preferred:

- Adobe InDesign
- Adobe Premiere Pro
- Lightroom
- Figma

Advantage:

- After Effects
- DaVinci Resolve
- Basic photography and videography skills

Competencies

- Strong visual design and layout skills.
- Creative thinker with attention to detail.
- Good written communication skills in Khmer and English.
- Ability to manage multiple assignments and work independently.
- Interest in conservation, wildlife, and community engagement.
- Willingness to undertake occasional field travel.