



Communication & fundraising support

ABOUT ANJALI

Our mission

By providing experiential learning, supplementary skills training, and scholarships, we support our children and their community to commit to education and make positive decisions about their futures.

Our work

Anjali is a community learning center in Siem Reap, Cambodia, that serves over 200 students and their families through our Young Explorers, Future Leaders, and Active Communities programs. Our vision is that students from low-income families are empowered to access higher education and become leaders in our community.

We believe that no child should be forced to beg or work, and that they have the right to enjoy their childhood – to learn, play, make friends, and grow in a safe and happy environment. These are basic rights that no child should be denied. Our ultimate goal is to see the students we support develop into healthy, well-adjusted adults, equipped with the skills they need to enter the workforce, continue their education, and succeed in their future endeavors.

Our work is divided into three main programs:

- **Young Explorers** (ages 4 - 13): We believe that every child's journey toward a better future begins with access to education. We support all of our children and young adults to attend local Khmer public schools, which provide classes for half a day. Students come to Anjali for the other half of the day for supplementary learning in English, computer skills, arts, gardening, sports, and more.

- **Future Leaders** (ages 14 and older): We strive to give young adults the skills they need to become successful, independent adults. To prepare these young leaders to continue education after high school or find gainful employment, we provide IT/computer classes, English classes, and soft and hard skills workshops. We support our students through career counseling and job searches, and provide scholarships for both high school tutoring and university or vocational training programs.
- **Active Communities:** We know that for our children to succeed, they need to have the support of strong families and communities. Our social worker runs workshops and home visits on topics like parenting skills, mental health, and domestic violence. We support the wider community through community service, a community library, community English classes, and collaboration with local schools and government.

For more information, please visit our website by clicking [here](#)

JOB DESCRIPTION

Context and background

Anjali's online platforms include a website and blog on Wordpress (www.anjali-house.com), a Facebook page, Instagram page, LinkedIn page and a Youtube channel.

The objectives of these online platforms are to:

- Increase the visibility of the organization with its target audience.
- Recruit volunteers
- Fundraise to support Anjali's programs

Responsibilities

❖ Editorial:

- Write the e-newsletter
- Create regular content for social media (videos, photos, albums, stories, etc.)
- Assist in the development of communications materials (graphics, brochures, etc.)
- Help design content for donors (Annual Report, Scholarship Student Report, thank you notes, etc.)
- Maintain Anjali's blog and video presence (i.e., "Month in action" videos)

❖ Strategy and analysis:

- Assist the Communication and Fundraising Manager in improving and implementing a strategy for Anjali's website and social media platforms
- Monitor website traffic using Google analytics and social media pages (documented in a quarterly report)

Qualifications and Experience

- Communications and/or marketing experience. Fundraising experience not required but highly desirable
- Video editing and photography
- Fluency in written and spoken English
- Excellent creative writing skills
- Good knowledge of Wordpress
- Creative thinking about communications strategies
- Good knowledge of Google analytics
- Self-management
- Result oriented

- Sensitivity to and responsiveness to all partners including the beneficiaries
- Willing and able to live in a developing country with limited or different resources and standards of living
- Understanding and respect of Cambodian culture

Duration

Minimum 3 months.

OTHER INFORMATION

- Volunteers and interns can apply to this mission
- The volunteer/intern must be covered by medical insurance for the duration of the mission
- The volunteer/intern shall not receive any remuneration and shall be responsible for covering all costs incurred during the mission as we do not have the capacity to pay for these allowances
- As this role will involve direct contact with children a criminal background check will be required
- We ask volunteers for a one-off donation of \$250 to go into our general budget, which supports our programs

The \$250 contribution is to offset administrative expenses for volunteers and serves as a general contribution to our NGO; a standard practice at most charities in Southeast Asia.

To apply, please send your CV, cover letter and [the filled out application form](#) to volunteers@anjali-house.com.

Note: The tasks for each job description are general and can be changed according to the current needs of the organisation.

