



Hello from Friends-International

We're looking for a

DIGITAL ASSET MANAGEMENT VOLUNTEER

Do you love keeping photos, videos, and stories organized so they can be found and used when they matter most?

If you answered 'yes' to any of the above, then you may just be the person we need.

WE ARE

Friends-International (FI), an award-winning NGO founded in Phnom Penh in 1994. Our vision is a world where every child, young person, and their caregivers are safe from harm and can access education, training and job opportunities to fulfil their potential as productive, functional citizens of their countries. Our dynamic teams across Cambodia, Thailand, Laos, Indonesia, Myanmar, and Europe deliver innovative services for children, youth, and communities. Through our Saving Lives, Building Futures, and ChildSafe programs, we focus on child protection, education, vocational training, social businesses, and more!

THE ROLE

As a **Digital Asset Management Volunteer**, Based in HQ in Phnom Penh or remotely, you will:

- Organize photos, videos, and stories so they are easy to find
- Help keep our content library up to date
- Support our Communications Team with content for campaigns, donors, and reports
- Make sure files are clearly named and stored in the right place

This is a great opportunity for someone who enjoys keeping things organized and wants to support a meaningful cause behind the scenes.

Does this describe you?

- A dynamic team player who is passionate about working for the protection and education of marginalized children, youth and their families
- Highly organized and detail-oriented
- Comfortable using SharePoint, OneDrive, Google Drive, or similar platforms
- Experience in communications, administration, or content management is a plus
- Open to both local and international applicants
- Respectful of the responsible use of photos and stories involving children and vulnerable people
- Available to volunteer remotely or in Phnom Penh for 3–6 months, with flexible hours.

Sounds good!? Great! Please email your **CV** now to hr@friends-international.org and let's talk more.

In compliance with our Child Protection Policy and Protection against Sexual Exploitation and Abuse Policy, all applicants will undergo an extensive background check.