



Hello from Friends-International

We're looking for a

CREATIVE PROGRAM COORDINATOR

Do you want to use your event-planning skills to make a social impact? Are you excited to collaborate with the creative community here in Phnom Penh?

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, empowers children, youth, and their families to build brighter futures. Operating in Cambodia, Thailand, Laos, Indonesia, Myanmar, and Europe, we combine innovative services with social business models. Through our social businesses — vocational training enterprises (restaurants, salons, shops), ChildSafe Experiences, and consultancies — we create sustainable impact for children and youth.

FI also runs Friends Futures Factory (F3) — a vibrant space connects creativity and learning, and actively engages youth, students, and our social businesses.

THE ROLE

As a Creative Program Coordinator for F3, you will:

- Collaborate with Friends teams to plan and deliver creative activities
- Organize and coordinate a variety of activities, including small-scale exhibitions, performances, concerts, workshops, and incubation programs for young creatives

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
- Experience in event coordination, especially in the creative industries
- A clear communicator who enjoys collaborating with multiple stakeholders
- Comfortable talking in public to media or partners and representing F3
- Strong organizer who can manage times and priorities independently
- Interested in arts, culture, and youth startups
- Able to work flexible hours following the schedule of events
- A native Khmer speaker with good English skills



These would be examples of some of your daily responsibilities. Would you enjoy them?

- Work with the team to develop and implement a yearly event and space programming plan
- Coordinate closely with internal teams to ensure smooth event execution (furniture set-up, equipment, catering and promotion)
- Build and keep relationships with artists, partners, mentors, and collaborators
- Act as the main contact point for incubated projects and support their integration into the ecosystem
- Manage space rental enquiries, client communication, and site visits
- Coordinate with Admin and Finance teams on contracts, invoices, and payments
- Represent Friends Futures Factory through media, podcasts, and social media when required
- and others.

Sounds good!? Great! Please email your **CV** with your **Cover Letter** and **salary expectations** 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.

Friends team

