



Hello from Friends-International

We're looking for a

MARKETING&EVENTS COORDINATOR

Do you want to use your event-planning skills to make a social impact? Are you excited to help grow our social businesses across Southeast Asia and globally?

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 community space that connects creativity and learning, and actively engages youth, students, and our social businesses.

THE ROLE

As a Marketing&Events Coordinator, you will work with our teams mainly in Cambodia and Laos to:

- Drive marketing efforts across our social businesses — including our restaurants, shops, salon, ChildSafe Experiences, and consultancies
- Support the launch and promotion of new business models as FI continues to grow and innovate
- In Phnom Penh only – you will plan and deliver a dynamic events program at our F3 space, from community gatherings to partner activations

This is a great opportunity for a mid-career professional who is motivated to grow with the role and contribute to a meaningful mission!

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 marketing and/or event coordination, ideally within a hospitality, retail, or social enterprise environment
- Commercially minded, with a good eye for what makes a brand or experience stand out
- A clear communicator who enjoys collaborating with multiple stakeholders
- Strong organizer who can manage multiple priorities and deadlines independently
- 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?

- Develop and implement marketing plans for our social businesses — promotions of services and products, campaigns, content, and community engagement
- 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
- Manage space rental enquiries, client communication, and site visits
- Coordinate with Admin and Finance teams on contracts, invoices, and payments
- 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

