



Hello from Friends-International

We're looking for a MARKETING AND EVENTS COORDINATOR

Are you a creative marketing professional with strong experience in the Southeast Asia market? Would you like to use your skills and knowledge to make a positive social impact on marginalized children and youth?

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 multiple dynamic teams consist of more than 300 #EverydayHeroes based in Cambodia, Thailand, Laos, Indonesia, Myanmar and Europe. Together with our partners, they deliver innovative services for children, youth, their families and their communities. This is done through our Saving Lives, Building Futures and ChildSafe programs which cover a great variety of carefully integrated projects including child protection, migration, harm reduction, education, alternative care, vocational training, social businesses, employment, NGO networks and more!

THE ROLE

As a Marketing and Events Coordinator, based in our HQ in Phnom Penh, you will be expanding the overall market for products and services for our vocational training projects and social businesses. By doing so you will create even more opportunities for our students to learn in a real-life business environment with customers from all over the world. You will be working directly with teams in Restaurants, Beauty Salons, Retail Outlets and Friends Futures Factory (F3) community centers, as well as our Mechanic and Electricity workshops which are all based at Friends' projects throughout Cambodia and the region. This is an exciting opportunity for a growing professional coming from a commercial background, who is looking to use their skills in a not-for-profit environment whilst being based close to our social activities in the field.

Does this describe you?

- You are a dynamic team player who is passionate about working for the protection and education of marginalized children, youth and their families
- You have a strong track record in making small to large businesses successful through carefully designed and led marketing and sales activities



- You have an excellent understanding of the Southeast Asia market, ideally in the tourism and/or retail sector
- You enjoy working directly with teams on the frontline and providing them with technical expertise and support to grow their vocational training and social businesses
- You strive for high quality customer service and you are excellent at communicating and coordinating with people from various backgrounds
- You are fluent in English (*any other language spoken in Asia would also be an advantage!*)

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

- Working with our Hospitality Technical Coordinator and our Makphet Restaurant Manager on a yearly marketing and sales plan for the coming year
- Coordinating Anime Festival in our F3 in Phnom Penh ensuring it's smoothly organized as well as commercially successful
- Preparing a communication plan for our Phka Kravan beauty salon in Siem reap for the upcoming high tourist season
- Brainstorming with our ChildSafe team in HQ and Thailand on how to market our new educational services for community-based travellers
- Creating compelling proposals and sealing deals with sponsors, vendors or space renters in our F3 centres across the region
- Design and deliver training on high-quality customer service to all our vocational training business teams
- Accompanying our Social Workers in the field to understand the positive impact that our vocational training has on the lives of young people and their families
- Conduct regular meetings with our teams across Southeast Asia to have a good understanding of what's happening in different outlets
- Prepare detailed reports and analyses on how each vocational training business outlet is doing and work with the teams on new initiatives
- Partner with our Communications team on integrating existing campaigns, such as "Children are not tourist attractions" into our training businesses visuals
- 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