

INTERNSHIP OPPORTUNITY

POSITION: Media and Communication Intern (Long-term: up to six months)

WORKING HOUR: Monday - Friday (Either morning or afternoon or both)

STARTING DATE: Late March or early April 2017

APPLICATION CLOSING DATE: 20th March 2017

About the Australian Alumni Association of Cambodia (AAA-C)

AAA-C is looking for one (1) **Media and Communication Intern** to support various events by promoting website, designing posters/announcement, updating social media and taking photos in some. This is a perfect opportunity for those who are interested in making video, designing, promoting website and social media, how to work in a non-profit association and want to gain valuable work experience. Small stipend is provided. The internship will be based in Phnom Penh at the office of AAA-C. To find out about the AAA-C, visit www.aaa-c.org.

Role and Responsibilities of Media and Communication Intern:

- Promote all activities by making videos, designing poster/announcement before the event
- Take photos and videos during some workshops and events
- Support the management of strategic communication such as updating of the website, social sites and other online communication tools

Criteria and desirable qualifications:

- University student or fresh graduate (Degree or field of study in Media, Arts,& Communications, Computer Sciences, and other relevant fields)
- Good commands of English both written and oral
- Have some experience regarding to media or event coordination
- Possess high commitment and strong interpersonally
- Proficient in Photoshop, Word press, Microsoft Office and the Internet (Basic graphic design skills is a plus)
- Experience in social media tools such as Facebook, Website, Word Press or YouTube, Photography, etc.

Benefits:

- Small stipend will be provided.
- Excellent training platform for students to gain experience and to learn about media and communications
- Opportunities to attend all the professional development workshops, activities and events led by the AAA-C
- Opportunities to connect with alumni members of AAA-C
- Certification of completion and reference upon request will be provided after the completion of the internship

To apply, please to send your application to aaac.cambodia@gmail.com. Application must include:

- A cover letter (maximum of 1 page) addressing the above selection criteria;
- A current CV with full contact details, education background, or any other experience relevant to the post.

***Only shortlisted candidates will be invited for an interview.