



Ratanak International
International Headquarters, Burnaby, British Columbia
Communications Coordinator (Full-Time)

Each year in Cambodia, thousands are trafficked and exploited. We are working with Cambodians to restore those robbed of freedom and protect the vulnerable. Would you consider joining us in this freedom movement?

Ratanak International is a Christian organization that works exclusively in Cambodia to assist survivors of human trafficking and exploitation on their road to freedom and restoration. We see a Cambodia where individual can live in dignity, achieve their full potential and experience the love and hope of Jesus Christ.

We are seeking a skilled, creative, committed and passionate person to provide outstanding services as our Communications Coordinator within our International Headquarters Office location in Burnaby, BC. We are looking for someone who desires to use their skills to make a difference and resonates with Ratanak International's vision, mission and values in serving Cambodia.

Role Description:

The Communications Coordinator role will serve as a creative and watchful eye over Ratanak International's outgoing communications. This includes liaising with our Cambodian communications staff for content, directly writing and editing copy, creating basic graphic design elements for various communications projects, ongoing social media content creation, basic website upkeep and managing print inventory. Ratanak International currently contracts a specialized marketing firm to create our digital and print marketing materials such as our quarterly newsletter and various appeal campaigns. This role will be the primary liaison with our contracted marketing firm as well as other various external contractors (for areas such as complex graphic design, major website modifications and video creation) to provide effective coordination for larger or ongoing projects.

Qualifications:

As an applicant, you feel confident in your ability to write and edit copy and ensure the organization's values, key messaging and voice are clearly conveyed in all communications that pass your desk. You are keen to spread awareness about meaningful efforts to care for vulnerable people and have a proven track record in utilizing social media platforms to creatively engage people towards an important cause. You are confident with engaging various social media and website platforms (Facebook, Instagram, YouTube, Twitter, WordPress) and potentially have some experience using programs such as Adobe Photoshop or InDesign. You are a clear and succinct written and oral communicator and have the relational and project management acumen to liaise with contractors and ensure projects are on time and completed to agreed-upon standards. You are comfortable to work in a faith-based environment and as an active part of a small, dedicated and fun-loving team.

You have at least 1-2 years of work experience in a role focused on writing, graphic design, or social media coordination. Experience working for a non-profit or charity is an asset. Completion of a post-secondary certificate, diploma, or degree program in a relevant area is an asset (For example: Communications, Marketing, Graphic or Web Design).

Scheduling and Remuneration:

This is a full-time position (4-days per week), commencing Late-September/Early October 2020. The gross salary range for this position is \$33,100 - \$38,400 per year (commensurate with experience) based on a workweek of 32 hours per week with access to a comprehensive group benefits package. Candidates must be comfortable with periodic international travel for work purposes.

Application Process:

Candidates are required to submit their resume with cover letter to office@ratanak.org no later than **9:00am, Monday, August 31**. **Please include writing, graphic design or other relevant work samples with your submission.**

We appreciate all applications; however only those considered for an interview will be contacted further.