



JOB POSTING:
Communication Intern/Volunteer
FOR PASSERELLES NUMERIQUES

Organisation	Passerelles numériques
Reporting to	Asia Communication Manager
Status	Internship / Volunteering
Project	Passerelles numériques
Start date / duration	March 2019 - 4 to 6 month
Location	Phnom Penh (Cambodia)

1. BACKGROUND

Passerelles numériques (PN), a non-profit organization, is dedicated to enabling highly disadvantaged youths, through their abilities and their commitment, to access education and technical and vocational training, in the sector of Information Technology. We work to build strong employability which will allow them and their families to sustainably escape poverty, and contribute to the social and economic development of their countries.

Established in Cambodia, the Philippines and Vietnam, Passerelles numériques currently trains 342 students and employs 98 people based in these three countries including a small team in France.

Passerelles numériques relies on the financial and skills sponsorship of several corporate partners such as Accenture, Econocom, Microsoft and Société Générale and also receives support from individual donors.

Passerelles numériques Asia is based in Phnom Penh, Cambodia. This transversal team is composed of 6 staff, who fill the role of support functions. Their goals are to coordinate the operations in proximity with the field.

Website: <https://www.passerellesnumeriques.org/en>

2. CONTEXT AND MISSION

The communication intern will be assigned to support the Asia Communication Manager in the implementation and follow-up of our Global communication strategy.

Objectives of the mission

- Participate to increase the visibility of Passerelles numériques
- Participate to promote a positive image of Passerelles numériques
- Participate to give a clear understanding of Passerelles numériques’s strategy, mission and key messages (internally and externally)



3. DUTIES AND RESPONSIBILITIES

Communication Strategy

- Support the update of good practices document

Internal communication

- Participate in knowledge management (update of processes)
- Contribute to the implementation of videos/photos processes
- Support the creation of communication templates (press release, orientation session, ...)
- Update of our welcome book (daily budget)

External communication = Online Tools

- Contribute to our newsletter (every 3 months).
- Contribute to our social media – Facebook, LinkedIn, Twitter, Youtube
- Update of our Wikipedia pages
- Suggest ideas for increasing our online visibility

External communication = Offline Tools

- Contribute to our Annual Report

Global Projects

- Contribute to the communication about our satellite projects

Communication Team Animation

- Support the organization of team meetings
- Support the organization of Communication training

Cross-cutting topics

- Contribute to our fundraising & partnership strategy (benefits, updates of the website, sponsor walls ...)
- Support the organization of fundraising events

4. SKILLS AND EXPERIENCE

• **EDUCATION**

Final year of Business School, Masters in Communications, Masters in International Cooperation.

• **PROFESSIONAL EXPERIENCE**

Professional experience in Communication would be a plus

• **SKILLS**

Enthusiasm and skill for communication and external relations
Excellent interpersonal skills, a good listener and sense of service
Excellent speaking and writing skills
Methodical, organized and thorough
Creative
Commitment to charity work, team spirit

IT skills:

- o Excellent knowledge of Excel, Word, PowerPoint, Publisher



- o Knowledge with the Internet (newsletter, blogs, WordPress, etc.) and the main social networks (Facebook, LinkedIn, Twitter, YouTube).
- o Knowledge of Adobe creative suite (Photoshop, InDesign)
- o Knowledge of video making

- **LANGUAGES**

Excellent written and spoken English (working language of the project)

5. STATUS AND CONDITIONS

Status: Unpaid volunteer or internship

Possibility of accommodation at the students' dormitory for all or part of the assignment (subject to availability).

For people paying income tax in France, all the costs of the assignment (e.g. plane tickets, vaccines, insurance and visa) are considered as donations and as such are 66% tax-deductible.

6. HOW TO APPLY

To apply, please send your CV and cover letter in English to missions@passerellesnumeriques.org