**TERMS OF REFERENCE**

**KSCP Communications Officer**

**The Wildlife Conservation Society**

**WCS Cambodia Program**

**Tasks**

The KSCP Communications Officer will take overall responsibility for internal and external communications to promote the Keo Seima Conservation Project (KSCP) and the REDD+ Project at Keo Seima Wildlife Sanctuary (KSWS), Cambodia.

**Responsibilities:**

The KSCP Communications Officer will lead on development of communications material for KSCP by:

* + Working with field and technical teams to source news stories that can be used to promote the KSCP.
  + Disseminate photos and good news stories through facebook to promote the success of the project and the work in all WCS sites.
  + Lead on other relevant communications, partnership, coordination and project promotional initiatives, including production banner, poster, leaflet, brochure, signboard, flyer, etc., as agreed with the WCS Communications Manager.
  + Promote the use of and build capacity for new technologies related to internal and external communication and information management and sharing.
  + Take responsibility for WCS KSCP Facebook page
  + Produce WCS REDD+ Keo Seima Wildlife Sanctuary’s quarterly newsletter.
  + Draft press releases to promote the project in the media.
  + Undertake training of WCS staff in effective communication skills, as needed.
  + Maintain a good relationship with national and international media to ensure accurate coverage.
  + Any other duties as requested by your manager.

**Qualifications, experience and character:**

* A degree in Communications or other relevant field.
* Demonstrable strong capacity in IT and use of social media.
* Prior experience in a communications role is an advantage.
* Excellent written and spoken Khmer and English language. Ability to write fluently in English for an international audience is an advantage.
* Self-motivated, with an ability to work independently.
* Competency in the use of Adobe Photoshop, Adobe Illustrator and Adobe InDesign for publications, and Adobe Premier video editing.

The position is based in Mondulkiri, Cambodia.

Reports to: Communications Manager.