



## Communication and fundraising Volunteer

### **Our mission:**

At Anjali House we aim to provide each child with free healthcare, food, clean drinking water and education.

*"We believe that no child should be forced to beg or work. We believe that they have the right to enjoy their childhood - to learn, play, make friends and grow in a safe and happy environment. These are basic rights that no child should be denied."*

### **Our activities:**

We support 120 children, ranging age from 5 up until 19. Our 4 programs are:

1. *Basic Care:* We provide two nutritious meals per day for the students, as well as unlimited clean drinking water. They also have access to a shower and hygiene supplies.
2. *Education:* We provide classes in English, Khmer, Computer skills, General studies, creative workshops. Our teachers are Khmer, supported by international volunteers.
3. *Family Support:* Our social worker pays regular home visits to the students' families. Anjali provides emergency medical care, as well as vital trainings for parents (health, violence, parenting skills, etc...)
4. *Young Adult Program:* Anjali provides support and development in skills for our Young Adults. This includes career orientation classes, internships, life skills, and access to university/vocational trainings.

### **Description:**

- **Context and background:** Anjali House's online platforms include a website on Wordpress ([www.anjali-house.com](http://www.anjali-house.com)), a Facebook page, an Instagram page, a LinkedIn page and a Youtube channel.

The objectives of these online platforms are to:

- ❖ Increase the visibility of the organization towards its target audience.
- ❖ Recruit volunteers
- ❖ Fundraise money to support Anjali's programs

- **Volunteering responsibilities:**

- ❖ **Editorial** (in line with the Communication strategy):

-Write the monthly e-newsletter;

-Create the weekly content for social media (videos, photos, albums, quote, etc...);

-Develop the “Month in action” video every month (to be published on the monthly e-newsletter and on social media).

❖ **Visibility Web and Social Media:**

-Assist the Communication and Fundraising Manager in improving and implementing a strategy for Anjali House’s website;

-Monitor the website traffic using Google analytics and social media activities (documented into a quarterly report).

● **Qualification and experience:**

- ❖ Skills and communication and/or marketing;
- ❖ Video editing and photography;
- ❖ Fluency in written and spoken English;
- ❖ Excellent creative writing skills;
- ❖ Good knowledge of Wordpress;
- ❖ Good knowledge in Communication strategy;
- ❖ Good knowledge of Google analytics;
- ❖ Self-managment;
- ❖ Result oriented;
- ❖ Sensitivity to and responsiveness to all partners including the beneficiaries.

● **Duration:** Minimum 3 months

● **Others:**

- ❖ Volunteers and interns can apply to this mission.
- ❖ The volunteer/intern must be covered by medical insurance for the duration of the mission.
- ❖ The volunteer/intern shall not receive any remuneration and shall be responsible for covering all costs incurred during the mission as we do not have the capacity to pay for these allowances.
- ❖ We ask volunteers for a one-off donation of \$250 to go into our general budget, which supports our programs.

*The \$250 contribution is to offset administrative expenses for volunteers and serves as a general contribution to our NGO; a standard practice at most charities in Southeast Asia.*

- ❖ According to our availabilities, the volunteer/intern will be provided a bicycle during the period of the mission.

**Send your CV, cover letter and the filled application form to [volunteers@anjali-house.com](mailto:volunteers@anjali-house.com)**

***Note: The missions are general and can change according to the current needs of the organisation.***