



Canadian International School of Phnom Penh

www.cisp.edu.kh

COMMUNICATIONS AND PARENT RELATIONS OFFICER JOB DESCRIPTION

The Canadian International School of Phnom Penh was founded in 2012. We educate over 600 students across three campuses ranging from nursery to Grade 9 (adding Grade 10 in Fall 2020). CIS is an Alberta Provincial education school and a candidate for the International Baccalaureate Diploma Programme (IBDP).

The Communications and Parent Relations Officer creates content for internal and external communication, and manages parent relations. This position is housed in the Office of Institutional Advancement (Fall 2020), currently known as the Office of Admissions, Marketing and Communications. Our Communications and Parent Relations Officer reports to the Head of Institutional Advancement.

Required Qualifications

Education

- Bachelor's degree preferably in journalism, communications, liberal studies, English or English literature

Professional

- Advanced proficiency in written and spoken English
- Good journalistic and technical writing skills
- Working knowledge of MailChimp, Microsoft Office and Google Suite
- Experience creating content for weekly and monthly newsletters
- Experience managing relationships with parents, alumni, stakeholders or customers
- Experience with event planning and volunteer management
- Excellent interpersonal and organizational skills
- Strong attention to detail
- Ability to write articles within strict time constraints

Preferred Qualifications

Professional

- At least two years of experience working at a K-12 school
- Familiarity with high-context cultures
- Basic language proficiency in Chinese, French or both
- Ability to work in multicultural spaces
- Proactive and takes initiative

Job Responsibilities *(subject to change)*

- Manage/Co-manage the following CIS parent activities:
 1. Monthly CIS Parent Organization (CISPO) meetings
 2. Parent appreciation events

3. Parent engagement activities
 - Present in front of large groups of people
 - Meet with parents one-on-one and in group settings
 - Work closely with the:
 1. Extracurricular Activities Program Manager to compile content for booklets
 2. Principals and faculty to address parents' needs and concerns
 3. Athletics Director on sports events and successes
 4. Graphic Designer to create concepts for internal and external advertising materials
 5. Digital Media Officer to develop content for the website and social media pages
 - Write articles for various media outlets
 - Maintain and enhance the school's relationship with parent communities
 - Liaise with the academic team for information on special events
 - Take photos when needed
 - Compile a yearly report on CIS parent engagement
 - Co-manage the creation and distribution of booklets and the school yearbook
 - Flexible to work additional hours on evenings and weekends when needed

Required Application Documents

Please provide the following:

- A list of three professional references
- A writing sample from your portfolio (article, essay, etc.)
- A CIS writing sample: Write a 300-word article on one of the following topics using the school's website as a primary source:
 1. CIS Bilingual Programs
 2. CIS Koh Pich Expansion
 3. CIS Olympia City Preschool
 4. CIS Parent Organization Group
 5. CIS's candidacy for the International Baccalaureate Diploma Program (IBDP)

Submit your resume and supporting application documents to Brittany.Haney@cisp.edu.kh