



WhyDev

SHE Investments WhyDev 2017 Fellowship

Position Description: Communications & Grants Support Officer

Position: WhyDev Fellowship
Location: Phnom Penh, Cambodia
Placement Length: 4 months minimum
Starting Date: May, 2017
Application Deadline: Sunday 19th March

ABOUT WHYDEV AND THE WHYDEV FELLOWSHIP

WhyDev is a nonprofit organisation based in Australia. Our mission is to provide professional, educational, and support services to individuals, communities and organisations committed to global development.

Fellowship Vision: The WhyDev Fellowship Program grew out of the desire to provide support for students and recent graduates interested in global development. Rooted in the belief that everyone should have access to hands-on professional experience, the program places fellows with NGO partners for a period of 4 - 6 months. WhyDev and its partners work with fellows to help them gain a holistic understanding of the development sector in an affordable manner. Fellows are exposed to the complexities of global development and given guidance as they work with non-profit organisations on pressing issues.

ABOUT SHE INVESTMENTS

SHE Investments is a social enterprise that was launched in 2015 based in Phnom Penh, Cambodia.

Vision: A world where investment in women in developing countries is seen as opportunity, not charity.

Mission: We support female entrepreneurs by providing business training, mentoring and ongoing business support to help their businesses scale and create economic and social impact.

Current Programs: SHE's core programs are the SHE Incubator and Accelerator Programs for women micro-entrepreneurs. The purpose of these programs are to support women with existing businesses of varying sizes, through culturally tailored business training and mentoring, to help them to scale and create impact for families and communities. SHE aims to bridge the gender gap in the SME sector and fill the "missing middle" between the Microfinance and SME private sectors in developing countries.

SHE also partners with different organisations to deliver programs that focus on the economic empowerment of women through financial literacy and entrepreneurship, and holds various events and workshops for women in Cambodia, including the annual SHE Conference in Phnom Penh.

ABOUT THE ROLE

SHE is looking for a current or recently graduated student to fill the role of WhyDev Fellow, for a minimum period of four months.

Key responsibilities will include:

- **Reviewing current communications processes:** Identifying gaps in SHE's communications and making recommendations for improvements, including creating processes for staff to implement into the future.
- **Capacity building:** Working with SHE's Communications Officer and other staff to provide training and capacity building in communications tools such as social media, newsletter and email campaigns, etc.
- **Website support:** Write website content, blogs, and pieces of research to contribute to SHE's online communications and engagement
- **Storytelling:** Work with SHE's local staff to create stories, video content, and other materials to effectively communicate SHE's impact.
- **Writing:** Work with SHE's management team to support the development of grant proposals and contribute to pursuing other potential opportunities for organisational growth and increased impact.
- **Fundraising:** Raising awareness of SHE Investments in Australia and running a crowdfunding campaign prior to leaving for Cambodia.

REQUIRED SKILLS AND EXPERIENCE

Essential

- Completed or in final year of university studies in International Development, Marketing, Communications, or other qualification relevant to the position responsibilities.
- Demonstrated capacity to use initiative and drive projects individually.
- High-level computer skills in Microsoft Office or equivalent. Additional skills in social media will also be highly regarded.
- Passion for and commitment to gender equality, and a keen interest in learning about and contributing to this field in Cambodia.
- Interest in learning about social enterprise, particularly within a gender and international development context.

Desirable

- Demonstrated understanding of cross-cultural communication.
- Experience in using Wordpress or design software.

MORE INFORMATION

What WhyDev will provide

- **Guidance through the crowdfunding campaign:** once selected, Fellows run a crowdfunding campaign to raise funds for the fellowship period and to promote SHE Investments abroad. We and our partners will help you strategise and implement the crowdfunding campaign that will raise funds for both your fellowship period and for SHE Investments. However, no additional funding will be provided from either WhyDev or SHE Investments.
- **Pre-departure Orientation:** prior to leaving Australia, WhyDev professionals will hold mandatory workshops and lectures to prepare you for your fellowship.
- **Mentorship:** we will match you with a mentor for the period of your fellowship.
- **Networking:** we will connect you with various development professionals in Phnom Penh.

What SHE will provide

- **Reimbursement for a Cambodia Visa for the duration of your fellowship:** reimbursement will be provided upon your arrival in Cambodia.
- **Workspace at SHE's office:** we work from Phnom Penh's newest co-working space, Impact Hub.
- **In-Country Orientation:** to help you learn about Cambodian culture, and gain valuable skills such as cross-cultural communication.
- **Professional Development:** we do not expect you to be an expert in grants writing – the key criteria is that you want to *learn* and improve your skills in this area. Through training and opportunities to learn through practice, we will help you to gain real and practical skills.
- **In-country support:** we will help you find accommodation, give you advice on living in Phnom Penh, and be available for any additional support or guidance you need in preparing for and during your placement.
- **Mentoring:** we will provide you with professional mentoring and coaching to help you achieve your goals – both for your WhyDev fellowship with SHE and your personal goals beyond!
- **Valuable experience:** we are a small team with limited resources, so you'll have an opportunity to step up and get hands-on, real experience. This is not a paper-pushing role – you will be expected to get out there and make things happen, and add valuable experience to your portfolio at the same time!

WhyDev Fellow Selection Process

1. If your application is successful, you will be invited for an interview, this will be conducted over Skype at a mutually beneficial time.
1. Both successful and unsuccessful applicants will be contacted via email.

Living in Phnom Penh

Cambodia is a developing country, however Phnom Penh has many necessities and luxuries that are easily accessible to expatriates and tourists.

Accommodation: Rental prices in Phnom Penh vary depending on location and whether you choose to house-share or rent on your own. Apartments in central areas cost between USD \$500 - \$800+ per month, and apartments in the Russian Market area (where the SHE office is located) can cost around USD \$450 - \$700 average for a good quality 2-bedroom flat. You can expect to pay around USD \$200 - \$300 in a shared apartment. There are many real estate agents and expat forums around to help you find an apartment quickly.

Food: There are many different cuisines available in Phnom Penh, and prices range from around \$1.50 (local meal) through to \$10+ (or more for expensive meals, particularly at Western restaurants).

Weather: Rainy season typically lasts from between May – October, and Dry Season from November – April. Wet Season is particularly humid, and temperatures can reach up to 40 degrees.

Language and Culture: Cambodia is largely Buddhist and maintains a unique culture. The people and language are called “Khmer”, and many people in the rural provinces do not speak English. However, in Phnom Penh it is common for people to speak English, and Cambodia is an easy place to travel in.

Khmer people are typically conservative, so wearing clothing that covers your shoulders, midriff and thighs are highly recommended.

For more information

For more information regarding the WhyDev Fellowship, please contact our Fellowship Manager, Clemency at clemency@whydev.org or visit our website at **whydev.org**

For more information regarding SHE Investments, please visit our website at **sheinvestments.com**

To Apply

Please email a resume and a cover letter addressing the required skills and experience in the Position Description to Clemency at clemency@whydev.org.

In addition, please fill in this short survey to accompany your application (<https://goo.gl/forms/aNd9vg7tyMphJ53g2>).

Applications will close at 11:59pm AEDT on **Sunday 19th March**.