**Artisans’ Association of Cambodia (AAC)**

**Marketing Volunteer Job Description**

**General duties, expectations, and skills required**

AAC is a member organization providing support in training, technical assistance, advocacy, networking, and sales assistance to artisan social enterprise groups in Cambodia. For more information please contact World Rehabilitation Fund at +1-212-532-6000, [ldursunova@worldrehabfund.org](mailto:ldursunova@worldrehabfund.org), or at [aac@online.com.kh](mailto:aac@online.com.kh), +1-855-23-882-949, visit [www.aac.org.kh](http://www.aac.org.kh) to learn more.

AAC is seeking a volunteer to assist in identifying potential new export markets for AAC members’ handicraft products. Markets are expected to be found primarily in the West/Australasia/Pacific region.

* The volunteer would be based at AAC office, but needs to visit AAC members based in the provinces as & when required. *(AAC currently has no budget for this, so* *expenses would have to be met by AAC’s members, if able & agreeable, or by volunteer)*
* Volunteer would need to arrive equipped with their own laptop (or equivalent) and relevant computer skills, i.e. ability to search the web to identify potential new buyers, ability to communicate effectively and in a literate manner through email, take and send images, have updated knowledge of Word/Excel/Photoshop, etc.
* Knowledge of small business management would be an advantage, as volunteer may have to assist AAC members in compiling price lists, on-line catalogue, and develop AAC’s product branding materials for the buyers.
* Knowledge of and willingness to learn about, fair trade practices would also be an advantage
* Experience in web or graphic design would be an advantage
* Volunteer would be expected to prepare a feasible work plan, to be agreed with AAC’s Director Mr. Men Sinoeun (or by a member of AAC)
* Volunteer must be fluent in written and spoken English
* It would also be expected that volunteer would be willing to share skills with AAC staff, and to assist at AAC office in day to day activities as required
* Volunteer would also able to provide training on market development