

Project Coordinator - Wedu Cambodia

Job Title: Project Coordinator - Wedu Cambodia

Location: Phnom Penh

Hours: Part-time/Full-time

The Role

Wedu is looking for a Project Coordinator to support the coordination of programmes and project activities in Cambodia, including key partnerships with local and international partners. Wedu Cambodia's main operations consist of providing women with leadership training, skill development, funding for education, and mentorship.

As the Project Coordinator, you will play a key role in assisting the operations and customer aspects of Wedu's programmes in Cambodia, including coordinating the relationships with local outreach partners and sponsors.

Your role will entail close interaction with our project partners and participants through various communication and programme management channels to ensure satisfaction, quality, and engagement. This is a unique opportunity for you to shape the future of Wedu and leadership development in Cambodia that combines project coordination and process-oriented, customer-focused responsibilities with a personal, relational aspect. We are looking for a person with an entrepreneurial spirit who is ready to take on a high level of responsibility and autonomy. In particular, the role involves:

Programme & Participant Coordination:

- Coordinating and supporting all major programme/operational activities and objectives, including participant selection, onboarding, communication, and reporting
- Coordinating all communication to, and nurturing relationships with, programme partners and participants through in-person and digital means (phone, email, Facebook group, etc.)
- Providing guidance and problem-solving support for programme-related issues and handling conflict resolution
- Maintaining and tracking a programme database with participant details and activities
- Collecting and analysing participant survey data and KPIs as part of programme monitoring and evaluation
- Coordinating procurement, local vendors, invoice and payments, and monitoring of all programme expenses in Cambodia
- Contributing to the programme success by accomplishing other tasks, as needed

Programme Development:

- Proactively offering ideas and insights to improve the overall participant experience, programme effectiveness, and efficiency
- Monitoring the quality of Wedu service delivery on a regular basis and developing solutions for addressing gaps
- Contributing to the design and preparation of programme and communication material for participants, partners, and sponsors.
- Reviewing Khmer language materials and collaterals, including short text translation

Do you have what it takes?

You have at least 3 years of previous work experience in a similar project coordination, customer-oriented role in Cambodia, and you have an entrepreneurial approach to work coupled with strong communication skills.

- Fluent both in Khmer and English languages (speaking and writing)
- Solid project coordination experience and ability to proactively manage complex, multi-dimensional projects
- Entrepreneurial spirit and driven by innovation
- Self-starter with a strong work ethic and ability to work independently with minimal supervision
- Strong critical thinking and problem-solving skills with high attention to detail
- Strong interpersonal skills with a natural cross-cultural sensitivity and professionalism
- Passionate commitment to promoting social change and emerging female leaders

Those with previous monitoring and evaluation experience will be highly considered.

Other qualifications:

- University degree or above
- Proficiency in MS Word, PowerPoint, Excel; familiarity with CRM a plus
- Cambodia nationals are particularly encouraged to apply; only applicants who are residing in Cambodia
- Candidates with past experience in the private sectors are also encouraged to apply

Organisational Arrangements

This may be a full-time or part-time role and will be contracted under Wedu Cambodia. The duration of your contract may depend on the continuation of our programmes in Cambodia and will be discussed during the hiring process.

Wedu will provide an office or working space for you to perform your role in a productive manner. However, flexible working arrangements and working from home can also be considered. This role will require frequent travel within the country, so you must be willing and able to do so on a budget.

You will receive competitive pay based on your qualifications and Cambodia living standards. You will have access to the Wedu network of experts and advisers, who have extensive experience in the development of social enterprises.

Apply Now!

We are looking to fill this position immediately. Interested candidates should complete the application form on our website at [Careers - Join Our Team](#). If you are experiencing problems with the form, please email talent@weduglobal.org.

Applications are accepted and reviewed on a rolling basis, and qualified candidates will be contacted via email for behavioural and situational interviews. As part of the selection process, you may also be expected to participate in role play (relevant to this position) and/or conduct mini exercises to further demonstrate your fit and interest with the role.