JOB DESCRIPTION

Title | Intern of the Radio Program
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Responsible to | Radio Coordinator/Radio Team
Location | Cambodian Center for Human Rights (“CCHR”) based in Phnom Penh, with travel to the provinces as required.
Duration | 6 months

**Job Purpose**
The full time Radio Intern’s main job is to provide both administrative and technical support to radio program in order to operate radio studio/program smoothly.

**Responsibilities**
- Assisting technical mixer support and general supports to the radio team;
- Assisting in arranging audio contents the radio program and uploading them into OneDrive and CCHR’s website;
- Assisting to take pictures at CCHR’s events;
- Editing audio radio program and designing template; and
- Assisting to facilitate radio program as needed.

**Requirements**
- Recent university graduate or 3-4-year University student in Communication & Media, Arts & Humanities, Law & Public Affairs and other related fields;
- Fair command in English-reading, writing and speaking;
- Interest in facilitator field and technology;
- Good command in Khmer language-writing;
- Computer skills Microsoft word, Microsoft Excel, Adobe Photoshop;
- Honest, hardworking and willing to learn new things;
- Have good communication skill; and
- *No work experience is required.*