



VACANCY ANNOUNCEMENT PUBLIC RELATIONS ASSISTANT

COPE works in partnership with the Centre for Medical Rehabilitation (CMR) to increase access to quality rehabilitation services for physically disabled persons throughout Lao PDR, focusing on the five CMR centres nationwide (Champasak, Luang Prabang, Savannakhet, Vientiane, Xieng Khouang). COPE Visitor Centre showcases the work of COPE and CMR and receives many visitors to the exhibition on a daily basis.

COPE is currently hiring a qualified and experienced Public Relations Assistant to join the Visitor Centre team for temporary maternity cover for a period of 4 months starting 1st November 2016. This position is based in Vientiane and reports to the Visitor Centre Manager.

Key tasks:

- Manage the diary of the Visitor Centre for visits and group bookings.
- Maintain records of number of visitors, cash donations, and shop and café sales for monthly statistics.
- Guide individuals and groups throughout the exhibition upon request
- Serve guests at the café and the gift shop.
- Performs administrative tasks at the Visitor Centre
- Calculate and record the total daily amount of donations and sales (shop and café)

Candidate Profile:

- A minimum of two years' work experience related to communications and/or public relations
- Higher diploma or degree in business administration or related field
- Excellent computer skills (Excel, Word)
- Excellent English verbal and written skills and general communication skills

Qualified people with disabilities are encouraged to apply.

To apply, please send a cover letter and CV to Ms Soukpaseuth Phomphakdy at the address below.

Deadline: 18 October 2016.

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