



Position: Program Manager Intern, Cambodia

About Eco-Soap Bank

Eco-Soap Bank is a humanitarian and environmental non-profit organization working to reduce rates of preventable illnesses and encourage positive hygiene behavior in developing countries. We collect, sanitize, and process partially used soap bars from hotels and redistribute it to schools, health clinics, and rural communities.

Our objectives:

- Contribute a highly cost-effective hygiene product to improve health.
- Significantly reduce the waste generated by the hotel industry.
- Provide livelihoods and free education to disadvantaged women with no other reliable source of income.

We operate through two primary programs:

1. **School Provision Program:** Developing sustainable strategies and networks for providing schools with annual supplies of soap.
2. **Community Provision Program:** Launching community-based enterprises run by local members to provide villages with affordable access to soap while earning income.

Eco-Soap Bank partners with 50 non-governmental organizations to provide hygiene training along with soap donations to populations in need. We also work with governments, hospitals, and WASH advisers to develop long-term strategies for fostering continued soap use in schools and communities.

About the Position

The program manager internship comes with high autonomy and high responsibility. The position is based primarily in Siem Reap, the location of our flagship recycling facility. Program manager interns will coordinate most aspects of the Siem Reap branch's operations. As such, interns must find accommodations in Siem Reap. However, travel to other branches and distribution sites will be required. Khmer language skills are highly coveted but not necessary.

Duties

- Operate the Siem Reap soap recycling facility, managing 12 staff.
 - Coordinate staff's soap collection from hotels.
 - Monitor the soap recycling workshop.
 - Monitor the manufacturing of water taps.
 - Keep inventory of the soap supply.
 - Evaluate and approve NGO soap requests.
 - Coordinate distribution schedules with NGO partners.
 - Coordinate weekly English classes for staff.
- Strike new partnerships.
 - Identify and vet possible NGO distribution partners.
 - Develop methods to maximize the impact of our soap.
- Monitor and evaluate donations and hygiene programs.
 - Develop online monitoring surveys.
 - Implement surveys and reports.
 - Refine strategy and models.
- Develop microenterprises that sell soap directly in communities.
 - Enhance existing community vending programs.
 - Start soap vending programs in new locations.
- Communicate frequently with Eco-Soap Bank's management and board.

Optional Activities

- Develop material for social media posts.
- Perform grant writing.

Skills

- A clear vision for the *theory of change* and long-term sustainable activities
- A firm belief in hygiene promotion as a preventative health measure
- An ability to interact with a complex and geographically dispersed array of stakeholders, including hotels, NGOs, Khmer staff, and Eco-Soap Bank's management team in the U.S.

Stipend

A living stipend will be provided to interns. Contact Samir for details.

Start Date

We're flexible to accommodate variability with intern schedules—let us know what works for you. The ideal start date is Fall 2017.

How to Apply

Please send an email introduction, a CV, and a half-page summary of CV work.

Contact

Email: samir@ecosoapbank.org

Skype: samir-lakhani