



Description of Work

Women's Leadership Center Residential Programs Manager

About Harpswell:

Founded in 2006, our Mission is to advance young women leaders in Southeast Asia with education, training, and supportive networks. At Harpswell, we envision a new generation of women leaders who create and inspire positive social change.

We are a USA-founded 501 (c)(3) nonprofit organisation that delivers programs for young women in Southeast Asia, in partnership with partners globally.

Our strategic approach involves providing safe spaces to live and learn, developing leadership and critical thinking skills, creating internship and mentoring opportunities, and building lifelong support networks. Further information about Harpswell is available at www.harpswell.org.

In relation to our Cambodia-based programs, we envision a new generation of women leaders who create and inspire positive social change. Harpswell has built and runs two residential and leadership centers for young women attending 20 different universities in Phnom Penh, Cambodia. One facility has 32 students and the other 44 students. In addition to providing free room and board, Harpswell provides its students with an in-house academic program stressing critical thinking and leadership skills. As of summer 2025, 269 young Cambodian women have graduated from the Harpswell Foundation and are now working as lawyers, journalists, project managers of NGOs, businesswomen, engineers, teachers, and staff in the Cambodian government.

The Residential Programs Manager will be responsible for the students' emotional and physical well-being, as well as the operation of the dormitory. She will be available to help the students manage their personal development and ensure the smooth running of the in-house academic program, systems, and physical plant. The Residential Programs Manager will be stationed at Boeng Trabek (BT) Women's Leadership Center. She will supervise an operations and student relations officer and report to the Country Director.

Students:

- Attend to the emotional and physical well-being of the students;
- Encourage and inspire students to grow and become leaders through frequent supportive interactions with the students;
- Meet individually with students in the dormitory every other month to discuss their life, progress in school, goals, and any problems;
- Meet with students as needed to address challenges or help to solve problems;
- Help to select and work closely with student Team Leaders who help with dormitory management;
- Make sure Harpswell's Rules and Policies are followed.

Leadership Residents ("LRs")

- Orient new Leadership Residents within two days of arrival and provide continuity for the LR program; (the Leadership Residents are young women who volunteer to live in the dorms for 4-6 month periods and help run the program);
- Work with the Country Director to supervise LRs and work proactively with LRs to address any student issues

Dormitory Finances

- With the assistance of the Operations and Student Relations Officer, manage all dorm expenses and pay all dormitory bills;
- Review weekly expenditure report

Dormitory Physical Plant

- Manage the ongoing physical maintenance of the dormitory, including cleaning and repairs.
- Make a weekly maintenance report to the Country Director. The weekly report should also include reports on attendance at in—house classes and results of security check for the week.

Security

- Supervise security team;
- Ensure the safety and security of students and staff in the case of any unanticipated emergency

Supervision, Teamwork, and Management

- Supervise and provide for performance reviews of the Operations and Student Relations Officer.
- Work closely and coordinate with TT dormitory management team;
- Meet weekly with LRs and other staff members to discuss student progress and issues, and coordinate events and activities;
- Help to organize and attend all Sunday activities;
- Be available to attend one evening class each week at the dormitory to ensure that teaching standards are met.

Other duties

- Collaborate with other staff members to ensure effective communication and coordination.
- Participate in organizational planning and strategy meetings.
- Perform other duties as assigned.

Qualifications

The ideal candidate will be dedicated to Harpswell's mission of empowering young women to become future leaders. She will have completed at least a bachelor's degree, have at least five years of professional experience, and be fluent in both Khmer and English. She must have strong leadership and management skills, warmth, caring, maturity, and some experience in or demonstrated commitment to the field of women's empowerment and gender equality.

To Apply:

Please submit your resume and cover letter to [hiring@harpswell.org](mailto: hiring@harpswell.org)
Application Deadline: **February 28, 2026**

Note: This position is only for Cambodian nationals. Women are strongly encouraged to apply.