

Career Opportunity

Are you interested in a career in networking and education?

Are you keen to facilitate change for sustainable energy options?

Do you love to contribute to an active learning organization?

Live&Learn is looking for one qualified candidate for the position of **Program Assistant** to join its inspiring work in climate change and energy topics for young people, schools, businesses and communities. The **Program Assistant** will be responsible for developing education materials and delivering awareness raising programs on climate and energy for young people and other stakeholders in schools, business and communities. The successful candidate will work closely with a diverse range of stakeholders to engage them and motivate positive actions.

Established in Vietnam in January 2009, Live&Learn's mission is to educate, mobilise communities, and facilitate supportive partnerships in order foster greater understanding of sustainability, and to help move towards a sustainable future. Live&Learn is also a member of an international network with rich working experience in sustainable community development and education in the Asia-Pacific (www.livelearn.org).

ESSENTIAL REQUIREMENTS

- Bachelor's degree, preferably in social sciences or related fields
- Excellent spoken and written English and Vietnamese
- Good computer applications and social networking skills (Word, Excel, Powerpoint, Facebook...)
- A creative and positive person with strong coordination, facilitation and interpersonal skills
- Ability to work effectively as a team member and work independently
- A strong interest in sustainable development, from environmental to governance topics
- A passion for interactive training delivery and materials development
- Willingness to learn and share with a range of stakeholders, identify potential education and training opportunities
- Knowledge about graphics, design or experience in education is an advantage

Experience in education and training not essential, but is desirable. We seek an individual who has a strong willingness and ability to learn and can acquire skills and knowledge efficiently.

A full **job description** is attached herewith.

If you are keen to join Live&Learn, please fill in the form (link below) no later than 31 January 2015:
<http://bit.ly/LiveLearnRecruitment>

Only short-listed candidates will be contacted. Applications will not be returned.