

JOB ANNOUNCEMENT

VIETNAM OVERALL COORDINATOR

COACH FOR COLLEGE PROGRAM

based in Can Tho or Da Nang, Vietnam

East Meets West (EMW) is a non-profit organization registered under 503 c regulation in the US. With headquarters in the US, EMW operates in 7 countries: Vietnam, Cambodia, Laos, Myanmar, East Timor, India, and the Philippines. Office in Ghana is under consideration. EMW works in three core areas: a) water, sanitation and hygiene; b) health; and c) education. A Vice President, reporting to the President of EMW, leads each of these core areas.

In 2014, EMW has a new educational program called Coach for College (CFC). This is an evidence-based program to improve educational outcomes and enhance life skills for disadvantaged middle school children. Parker Goyer, PhD, a Duke University tennis star, Oxford and Harvard graduate turned social entrepreneur, created the program to engage disadvantaged students in developing countries with coaching in sports and academics by top U.S. and local college students. Coach for College helps relevant segments in the U.S. (American athletes) and developing countries (middle school youth and college students, currently in Vietnam) obtain the skills they need to become effective leaders of positive change who can successfully confront the challenges and joint global concerns that will arise in the future. Thus Coach for College has a three-in-one theory of change, seeking to positively benefit low-income, rural Vietnamese adolescents, bilingual Vietnamese college students, and American college athletes

EMW is recruiting an overall coordinator in Vietnam to be located in Can Tho or Da Nang.

MAIN DUTIES AND RESPONSIBILITIES

During the year (September – April)

- Manage and coordinate initiatives/project related to program preparation, implementation, and evaluation. Ensure that the project activities are well coordinated and managed to achieve the project goal and objectives.
- Supervise and mentor Program Assistants on daily operational tasks. Be willing to provide extra support to team members and other EMW programs when necessary. Ensure the project objectives are met with high quality.
- Contribute to the CFC's newsletter, events of CFC and communicate with mass media, networks, stakeholders Translate program documents and communications from Vietnamese to English and vice-versa.
- Prepare regular activity reports, monthly, quarterly reports and other reports upon request; provide the CFC Executive Director with update information on project achievements on the monthly basis
- Build and nurture effective working relationships with local authorities, national and local partners and other related agencies to facilitate effective implementation of the program in working provinces

- Conduct field trips to program sites for planning, verifying, monitoring and evaluation activities. Collect, verify and file all project documents of the assigned province as program requirements
- Ensure strategic management of the project partners including expanding the program to more project sites in the future.
- Establish networking and contribute to seeking for potential local and international funds

During Summer (May – August)

- Be in charge of all logistics for summer camps (researching for vendors, arranging lodging, meals, weekend trip for VN and U.S participants during their stay at the camp sites)
- Be on-site during summer camps to supervise staff and oversee all activities.
- Responsible for program spending during summer under the supervision of EMW and CFC Executive Director and managing the budget and associated expenses.

QUALIFICATIONS

- University degree (or equivalent) in English, community development, social sciences, or other relevant field, or substantial field experiences. Experience/knowledge on project management
- At least 02 year-experience in development project implementation, preferably in international organizations, INGOs and/or bilateral organization;
- Willingness to travel and be on-site during summer camps (normally about 11 weeks), work under pressure, and meet deadlines;
- Demonstrated skills is supporting project implementation within an INGO;
- Good English and Vietnamese written and oral communication skills;
- Good interpersonal skills with ability to communicate effectively;
- Proficiency in MS Office suite (Word, Excel, PowerPoint) and Internet;
- Able to work independently as well as work in a team.
- Strong work ethic and teamwork
- Strong communication skills, attention to detail, and highly organized.
- Past Coach for College participant is preferred but not required.

Salary and benefits will be determined based on experience and qualifications.

The deadline for the above position is **February 28, 2015**. All interested candidates are welcome to contact and submit their applications to:

EAST MEETS WEST
E-mail: thoi.phan@eastmeetswest.org