

# Communication and Public Awareness Officer

## About ENV

Education for Nature-Vietnam (ENV) was established in 2000 as Vietnam's first non-governmental organization focused on conservation of nature and the environment. Our mission is to foster greater understanding amongst the Vietnamese public about environmental issues of local, national and global significance, ranging from protection of wildlife and natural ecosystems to climate change. We employ creative and innovative strategies to influence attitudes and behavior, not only highlighting the need to protect Vietnam's rich natural heritage and the living world around us, but also encouraging greater public participation in achieving this important and challenging task.

For more details about what we do, visit our website:

English language: [www.envietnam.org](http://www.envietnam.org)

Vietnamese language: [www.thiennhien.org](http://www.thiennhien.org)

## Positions available

ENV is looking for a Communications Officer who is a charismatic professional to work closely with our national and international senior officers to strengthen our program. An ability to think creatively and develop new ideas and initiatives, and excellent communication and presentation skills are a must. She/he promotes the strengthening and growth of ENV through enhancing the organization's public image and profile and coordinating public awareness activities. The Communications Officer is also involved in helping to grow ENV's corporate partnerships and memberships program and nurturing existing corporate relationships.

**Main duty station:** Hanoi

## Main responsibilities

- Producing media articles, press releases, short films, radio program
- Developing and managing internet awareness campaigns
- Administering websites and fan pages
- Organizing professional events such as press conference.
- Media liaison
- Assist with other major ENV activities as required

## Requirements

- College degree. Prefer environment, journalism and communication-related degree
- Strong verbal and written Vietnamese and English language skills
- Excellent communication and presentation skills, confident and outgoing, ability to work closely with others.

- Experience working in media or as a communication professional
- Computer literate (Excel, Word, PowerPoint);
- Good at online marketing/ viral: Facebook, YouTube, forum seeding...
- Can use Photoshop, Illustrator/ In Design is advantage
- Experience in TV commercials producing is preferred

#### **Benefits and terms**

- Attractive salary
- Long term contract
- Mixed English-speaking environment
- Opportunity to work closely with international and national experts?
- Challenging job in a dynamic and supportive team

#### **HOW TO APPLY?**

Interested candidates are invited to send your application form in ENV template before February 12, 2016 by email or correspondence.

The ENV application form can be found at:

[http://envietnam.org/library/Others/ENV\\_application\\_form\\_Feb\\_22\\_2012.doc](http://envietnam.org/library/Others/ENV_application_form_Feb_22_2012.doc)

For more information, please contact

Nhan Thi Hien

Administrative Manager

Education for Nature - Vietnam (ENV)

Room 1701, Building 17T5, Hoang Dao Thuy street, Trung Hoa ward, Cau Giay district, Hanoi

Phone: (04) 6281 5424

Email: [nhanhien.env@gmail.com](mailto:nhanhien.env@gmail.com) and [loanvu.env@gmail.com](mailto:loanvu.env@gmail.com)

#### **Note:**

- \* Your applications will be treated on "First come, first serve" basis.
- \* Only short-listed candidates will be notified for written test & interview