



## Terms of Reference

### Title: Internship for Greenbiz Program

#### Report to:

- **Directly to:** Live&Learn Director, Program/Project Manager(s)
- **Indirectly to:** related donors and partners

#### Monitoring and teamwork:

- **Weekly update** with Program/Project Manager(s) and other team members about progress, which outputs/field of tasks that the position and others are working. Ensure weekly meetings with the team members.
- **Monthly update** on workplan, results and progress. Based on: projects documents, implementation workplan, monitoring sheets and budget reports (if available).
- **Event update** on the progress, results (within 1 week).
- **Proactively seek for coaching/support** from manager and specialists.

#### Main Responsibilities

- Technical assistance to promote greenbiz topics – 40 %
  - Support the development of materials/websites/social media products on greenbiz and environmental topics
  - Work with business stakeholders to develop and run business action events such as training, workshops, forum, campaigns, etc with prior-during and after event activities
  - Keep updated with the needs, aspirations and characteristics of youths in order to cooperate with other colleagues to support business development, from website/materials development to events facilitation.
- Business-NPOs network development to promote greenbiz topics and mobilize resources for NPOs – 30%:
  - Support NPOs to build relationships with business and other stakeholders;
  - Maintain regular contact and network with business and NPOs to promote learning, sharing and action.



- Update on a regular basis (monthly, quarterly, yearly) about business - NPOs's environmental activities (to show on facebook, website, meetings, events)
- Other supporting tasks to the team when required
- Administration Assistance – 30%:
  - Assist with general administrative tasks, including all kinds of liaison and communication with external agencies and individuals;
  - Assist with bookkeeping: keep record of organization financial transactions and bank balances records up-to-date and accurate in accordance with relevant policies and procedures.

## **ESSENTIAL REQUIREMENTS**

- 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 greenbiz and environmental 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.