



Career Opportunity

STREETS is a social enterprise initiative for street kids, out-of-school and other disadvantaged youth. The comprehensive STREETS program and Restaurant Café started in Hoi An, Vietnam in 2009, providing a future of dignity through vocational hospitality and culinary training. For more background information, please visit our website: www.streetsinternational.org.

Our success in Hoi An now provides the opportunity for our expansion including this HCMC-based outstanding career opportunity for the following full time position:

Program Communications & Administration Coordinator

Job Responsibilities

- Compile, organize and maintain an international database of organizational and individual supporters
- Organize and maintain an extensive e-library of photographic images
- Complete basic graphic designs of materials such as brochures, flyers and menus
- Manage email marketing and newsletter with selected programs
- On-going review and recommendations for best practices and technologies to present STREETS
- Other administrative tasks as assigned
- Conduct all activities with professional and mature demeanor, dress and attitude

Qualifications

- College Degree (preference given for international study experience)
- Minimum 2 years professional work experience with communications, internet, graphics and administrative activities
- Must have demonstrated excellent professional organizational skills
- Professional or personal background with disadvantaged, vulnerable youth
- Advanced proficiency in Microsoft Office and Corel Draw, Photoshop, or related programs (will be tested in interview process)
- Excellent written and spoken English (will be tested in interview process)

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Requirements

- Flexible work schedule, including some travel, evening and holiday as needed
- Vietnamese Citizen preferred
- 100% Non-smokers only

Salary & Application

- Very competitive salaries with extraordinary opportunities for promotion and growth within STREETS International

- Interested candidates should send cover letter and curriculum vitae **in English** to:
HCMC@streetsinternational.org
- **Must note on application any prior employment applications to STREETS**
- Application closing date: 15 August, 2016
- **Only those selected for interviews will be contacted**