

# International Communications Editor (Stipended position)

**POSITION:** International Communications Editor (Stipended position)

**LOCATION:** Hanoi, Vietnam

**REPORTS TO:** Douglas Hendrie, Chief Technical Advisor

**Term:** One year minimum

## ABOUT ENV

Education for Nature-Vietnam (ENV) was established in 2000 as Vietnam's first non-governmental organization focused on the 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 the protection of wildlife and natural ecosystems to climate change. We employ creative and innovative strategies to influence attitudes and mobilize Vietnamese citizens to live in balance with the natural world and to take action to protect Vietnam's precious environment.

Visit our website to learn more about ENV: <http://www.envietnam.org/>

ENV are currently recruiting a native English-speaking international communications editor to assist in delivering an effective international communication program in order to enhance ENV's ability to engage and inform international stakeholders and the wider public. The role requires excellent professional editorial skills.

## MAJOR RESPONSIBILITIES

The international communications editor is tasked with the following duties and responsibilities:

### Communications and Networking

- Take responsibility for ENV's English language communications to enhance quality and content of information flow to a broader base of ENV friends and supporters
- Strengthen ENVs corporate partnerships through informative and engaging communications
- Strategic use of social, viral and digital media to expand awareness of ENV
- Enhance ENV's international profile through communications activities and networking partnerships; gaining publicity for ENV via leading international media organizations
- Develop ENV funding sources through encouraging individual donations
- Editing and proof reading English language communications produced by the communications team

## Special Projects

- Assist in fundraising efforts where applicable
- Other duties and special assignments, including capacity building and training, as assigned by ENV Operations Director & ENV Management Board

## REQUIREMENTS

- Native English speaker
- Excellent verbal and written communications skills
- A year editorial experience is essential
- Experience using of viral, social and digital media to publicize events, campaigns or organizations
- Must be able to work autonomously and take initiative; active instead of reactive.
- Experience in providing leadership is desirable?
- Strong, positive personality with a can-do attitude
- A passion for wildlife conservation

## BENEFITS

- Monthly stipend
- Business/working visa after three month period

## APPLICATION

Interested candidates, please send CV and cover letter stating your interest and availability to:

David					Orders
Wildlife	Crime	Unit	International	Team	Leader
Education		for	Nature-Vietnam		(ENV)

[david.orders.env@hotmail.com](mailto:david.orders.env@hotmail.com) and [nhanhien.env@gmail.com](mailto:nhanhien.env@gmail.com)

**APPLICATION DEADLINE:** Sep 9, 2016