

# Communication and Public Awareness Supervisor

*Would you like to work in a fast moving and dynamic environment with one of Vietnam's leading wildlife protection organizations?*

*We are looking for an innovative, strategic thinking and problem-solving Vietnamese national to lead our Communication and Public Awareness team. You will be responsible for a multi-national team and play a critical role in delivering our message across a range of platforms. The ideal candidate must be fluent in written and spoken English and have previous experience working in a PR/Communications role within a fast-paced environment. You should also be comfortable working under pressure and taking the initiative to create and develop opportunities to raise the profile of the organization.*

## **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 protection of the environment. Our mission is to foster greater understanding amongst the Vietnamese public about the need to protect nature and wildlife. We employ creative and innovative strategies to influence public attitudes and mobilize Vietnamese citizens to live in balance with the natural world. We work closely with government partners to strengthen policy and legislation and directly support enforcement efforts in the protection of endangered species of national, regional and global significance.

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**

Education for Nature - Vietnam (ENV) is currently looking for candidate for the position of Communication and Public Awareness (CPA) Supervisor.

## **Description of position**

The Communications and Public Awareness (CPA) Supervisor is responsible for coordinating the development and execution of ENV's major communication and public awareness campaigns in close cooperation with other ENV programs. The CPA Supervisor reports to the ENV operation directors.

## **Main Responsibilities**

1. Supervise up to 3 CPA staff
2. Communications

- Administer regular program activities
  - Supervise ENV's Vietnamese and English Facebook management
  - Supervise ENV's Vietnamese and English website administration
  - Coordinate ENV's monthly five-minute radio show on Voice of Vietnam (VOV)
  - Coordinate the iTHINK campaign (Vlog filming, iTHINK website development and administration)
  - Maintain and develop ENV's viral communication tools
  - Coordinate ENV's newsletter production and distribution
  - Maintain ENV's database
  
- Coordinate with the media
  - Organize press conferences and brief journalists on relevant issues
  - Produce press releases, announcements and statements relating to ENV activities
  - Work with film and education experts to produce TV news segments and short films in support of campaign activities
  
- Manage ENV advertising
  - Design and develop advertising campaigns and new methods to market campaign messages
  - Administer ENV's advertising on VOV radio station
  - Work in close cooperation with the ENV technical team and film production agencies to produce and distribute public service announcement (PSA) on TV and viral channels
  - Work closely with media partners to have PSAs broadcast on TV stations across the country
  - Design and execute viral advertising strategy on websites and forums
  
- Communications
  - Coordinate campaign development and activities closely with all relevant departments within ENV
  - Communicate regularly with the direct manager and the ENV management board on development ideas, progress, results, and obstacles relating to your work.

### **3. Other duties:**

- Coordinate donor reports assigned by Management Board
- Complete other duties and assignments as specified by ENV Management Board

### **Qualifications**

- Vietnamese citizen
- College degree, preferably, but not restricted to, environment and journalism and mass communications
- At least 2 years' experience in relevant field
- At least 2 years' experience in team leader, supervisor position
- Management & communications skills required
- Excellent Vietnamese writing and editing skills required
- Fluent verbal and written English
- Ability to work independently, multi-task and take initiative
- Critical thinking skills & good character
- Leadership skills and ability to motivate a dynamic and skilful team
- Graphic design and filming skills preferable
- Detail-oriented mind
- Ability to identify commonly-traded wildlife is an advantage
- Full competency in the basic office computer programs: Word, Excel, Power Point, etc...
- Technical IT skills and experience in website management is an advantage

### **Terms and Benefits**

- Long-term contract
- Opportunity to learn new skills and knowledge
- Mixed English-speaking environment
- Opportunity to work closely with international and national experts
- Friendly and creative working environment; Competitive benefits

- Salary based on experience and performance

### **HOW TO APPLY?**

Interested candidates are invited to complete the application form in ENV template before Dec 11, 2016

submit it to:

[janburrows.env@gmail.com](mailto:janburrows.env@gmail.com)

[tomedgar.env@gmail.com](mailto:tomedgar.env@gmail.com)

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

[dungnguyen.env@gmail.com](mailto:dungnguyen.env@gmail.com)

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)

Nhan Thi Hien

Administrative Manager

Education for Nature - Vietnam (ENV)

Room 1701, Block 17T5, Hoang Dao Thuy street, Cau Giay district, Hanoi

Phone: (04) 6281 5424

### **Note:**

\* Applications will be treated on "First come, first served" basis.

\* Only short-listed candidates will be notified for written test & interview