

Public Outreach Program Coordinator

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 coordinate our public reach activities. You will be based in Hanoi but required to travel on a frequent basis throughout Vietnam.

You will be responsible for managing a range of events and activities with the public and play a crucial role in supporting our extensive volunteer network.

The ideal candidate must be fluent in written and spoken English and have previous experience working in a similar 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 Education for Nature – Vietnam

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, please visit:

Website: www.envietnam.org (EN)

www.thiennhien.org (VN)

Facebook: <http://www.facebook.com/EducationforNatureVietnam> (EN)

<https://www.facebook.com/trungtamgiaoducthiennhien> (VN)

<http://www.facebook.com/ENVvolunteers> (VN)

Positions available

Education for Nature – Vietnam (ENV) is currently hiring for the position of Public Outreach Program Coordinator. This position bases in Hanoi and requires travel from time to time.

Public Outreach Program Coordinator

The Public Outreach Program Coordinator will oversee a wide range of public outreach activities conducted nationwide, including working with volunteers, holding awareness-raising events, and coordinating initiatives to combat wildlife crime. The successful candidate will be visibly passionate and motivated to work to save wildlife in Vietnam, and will be able to communicate and pass on this passion to the public, whilst also being highly professional and organized, as befits this position.

Main duties:

- Manage and coordinate the team and all activities under ENV's public outreach program, such as public exhibits, presentations and training sessions, including regular, extensive travel to the field.
- Oversee the successful engagement and expansion of ENV's volunteer network.
- Work with a wide variety of professional bodies to ensure successful partnerships.
- Develop creative new campaigns and initiatives.
- Produce management and donor reports in English.
- Work closely with all departments at ENV to ensure ENV meets its goals and objectives.

Skills and Requirements:

- Vietnamese citizen with University degree
- Demonstrated experience in working with the public, especially young people or students
- Experiences in working within NGOs or social organizations strongly preferred
- Excellent verbal & written English and Vietnamese.
- Outstanding communication and presentation skills
- Excellent management and teamwork skills, including time management and planning
- Ability to work independently, take initiative and pay attention to details.
- Personable and friendly but also highly professional and confident.
- Results-oriented with a strong ability to "think outside of the box", think critically and develop new ideas.
- Confident with IT skills: PowerPoint, Word, Excel, Access, internet, etc.
- Willing to travel regularly within Vietnam
- A passion for wildlife protection and conservation.

Benefits and Terms

- Mixed English-speaking work environment
- Challenging job in a dynamic and supportive team
- Full benefits and long term contract provided
- Hanoi-based position but involving often monthly travel to other provinces
- Salary based on performance and experience

HOW TO APPLY?

Interested candidates must complete ENV's standard application form in order to be considered, which can be found here:

http://envietnam.org/library/Others/ENV_application_form_Feb_22_2012.doc

An up-to-date CV and cover letter may also be included in the application, but are not compulsory.

Interested candidates are invited to apply for the vacancy no later than Dec 11, 2016 by email to:

nhanhien.env@gmail.com

janburrows.env@gmail.com

ninhphuongthao@gmail.com

Further information, please contact:

Nhan Thi Hien (Ms)

Administrative Manager

Education for Nature - Vietnam (ENV)

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

Tel: 04 6281 5424

Note:

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

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