

## **Communications Officer**

### **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 protection of the environment. ENV combats the illegal wildlife trade and aims to foster greater understanding amongst the Vietnamese public about the need to protect nature and wildlife. ENV employs creative and innovative strategies to influence public attitudes and reduce demand for wildlife trade products. ENV works closely with government partners to strengthen policy and legislation, and directly supports enforcement efforts in the protection of endangered species of regional, national, 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**

ENV is looking for a Communications Officer who is a charismatic professional and has filming skills to work closely with our national and international senior officers to strengthen our program. She/he promotes the strengthening and growth of ENV through enhancing the organization’s public image and profile and coordinating public awareness activities.

**Main duty station:** Hanoi

### **Main responsibilities**

- Producing short videos in support of ENV campaigns
- Developing monthly radio shows
- Administering websites and fan pages
- Promoting viral campaigns
- Assisting with other major ENV activities as required

### **Requirements**

- Vietnamese with college degree
- Experience working with video equipment and editing software
- Experience in photography

- Strong verbal and written Vietnamese and English language skills
- Excellent communication and presentation skills
- Confident and outgoing, ability to work closely with others
- Good at online marketing/ viral: Facebook, YouTube, forum seeding...
- Can use Photoshop, Illustrator/ In Design
- Experience producing VLOGS is preferred

### **Benefits and terms**

- Attractive salary
- Long term contract
- Mixed English-speaking environment
- Opportunity to work closely with international and national experts
- Challenging job in a dynamic and supportive team

### **HOW TO APPLY?**

Interested candidates are invited to send an up-to- date CV and cover letter to ENV by email or correspondence, no later than Mar 20, 2017 to:

- [nhanhien@envietnam.org](mailto:nhanhien@envietnam.org)
- [jan@envietnam.org](mailto:jan@envietnam.org)
- [aaronlotz@envietnam.org](mailto:aaronlotz@envietnam.org)

For more information, please contact:

Nhan Thi Hien

Administrative Manager

Education for Nature - Vietnam (ENV)

Room 1701, Building 17T5, Hoang Dao Thuy street, Trung Hoa ward, Cau Giay district, Hanoi

Phone: (04) 6281 5424

**Note:**

Your applications will be treated on “First come, first serve” basis.

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