

Local Group Coordinator (Temporary-Vietnamese)

Projects Abroad are the leading organization recruiting young people from the UK, Europe, USA, Canada, and Australia to do worthwhile volunteer work overseas. In Vietnam, Projects Abroad is registered as an INGO and sends volunteers to teach conversational English, sport at schools, working at disabled centers and hospitals.

We are currently seeking for a Vietnamese, dynamic, enthusiastic candidate to fill the position of temporary Local Coordinator at Projects Abroad Vietnam office, Hanoi.

Selected candidates will work with Group Trip Coordinator to coordinate young volunteers on our group trips, two-week - designed programs. You will gain an invaluable working experience that benefits your future employment.

Place of work: Hanoi with some traveling outside with the groups

Allowance: US\$200 –US\$250 net of tax

Period of work: From the **1st of July till 14th of August 2019.**

Specific Responsibilities

- Work with Group Trip coordinator to perform general Induction and culture induction to the young volunteer group, explain formalities of living and volunteering in Vietnam.
- Assist on preparing daily work schedule for volunteers.
- Manage and coordinate the volunteer's daily activities. Be proactive in allocating work for them.
- Help translate English to Vietnamese and vice versa to make the project work.
- Organizing educational game activities for children with volunteers at the placements.
- Organizing quiz nights/social events for volunteers
- In charge of the well being of the volunteers.
- Consult group trip coordinator / the office, resolve any problems or issues that arise with volunteers at the placements.
- Support volunteers in their works including providing informal interpretation and translation if needed

- Provide logistical support in and out of the placement.
- Perform other tasks as required

Requirements

- Vietnamese citizen, final year students or fresh graduates who are passionate about our volunteer's mission
- Be available 24/7 and able to stay in the hotel with the volunteers during the project takes place
- Good command of English, including conversation and translation from Vietnamese to English and vice-versa
- Good Organizational skills. Ability to work in a team and individually
- Experience in volunteering or working with volunteers
- Some experience in coaching others.
- Friendly and personable.
- Good communication skills (especially in working with people from different backgrounds);
- Enthusiastic to work in a different culture and relish the opportunity to work in a challenging environment.
- Flexible and able to take direction and accept feedback from supervisors
- Physically fit and able to travel.
- Able to remain calm and efficient under pressure
- Mature in attitude and outlook
- Good computer skills, familiar with Microsoft Office applications

Candidates who interested in a job please send a CV, cover letter in English and related qualification to riyaadherman@projects-abroad.org ,and phuonglinh@projects-abroad.org.

Please mention in email "Local Group Coordinator" when applying.

Application Deadline: June, 9th 2019

Unsuccessful applicants will not be contacted.