

LIN Center for Community Development is seeking an ethical and responsible candidate for the position of Program Coordinator for Volunteer Services . The person's primary responsibility is to coordinate the matching of skilled volunteers with LIN and its nonprofit organizations partners in order to build capacity for the nonprofits; at the same time with developing and promoting skilled volunteerism in Vietnam.

RESPONSIBILITIES:

- General Roles: build and maintain a solid relationship with skilled volunteers from diverse backgrounds from business to nonprofit sectors.
- Managing online channels.
- Managing offline channels.
- Managing Volunteers for LIN activities.
- Developing and managing capacity development for volunteers and nonprofits in volunteerism,

REQUIREMENTS:

1. Experience:

- Minimum of two-year project coordinating experience.
- Experience in managing a team and/or volunteers.
- Experience in Human Resource management and development is a plus.
- Certificate in Volunteer Management is an asset.

2. Skills:

- Excellent written and verbal communication skills (in English and Vietnamese).
- Ability to work with professionals and staff from corporate to nonprofit sectors.
- Good sense of human connection.
- Competent in Word, Excel, PowerPoint and Web 2.0.

BENEFITS:

- 15 annual leaves, 12 full-paid sick leave.
- Bao Viet Health Insurance
- Training budget for each level
- And other benefits

If you are interested in this position, please send your CV via email to hr@linvn.org with subject line: Application for Program Coordinator for Volunteer Services.