

Trung tâm Sống và Học tập vì Môi trường và Cộng đồng

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**JOB DESCRIPTION**

**Position title: Youth Engagement program officer**

**Workplace:** Hanoi, with domestic travels

**Start date:** as soon as possible

**Reports to:** Project Director, Project Coordinator

**BACKGROUND:**

Established in Vietnam in January 2009, Live & Learn’s mission is to reduce poverty and foster greater understanding and action towards a sustainable future through education, community mobilization and supportive partnerships. Live & Learn is also a member of Live & Learn Environmental Education ([www.livelearn.org](http://www.livelearn.org/#_blank)), with rich working experience in sustainable community development and education in the Asia-Pacific.

Since 2009, Live & Learn has been recognized as an innovative and dynamic organization that delivers:

* **Awareness raising and capacity building**: Building necessary knowledge, skills and values for environment sustainability through participatory learning methods and process (interactive discussion, debates, forums, educational games, action-oriented training courses, etc.).
* **Action:** Facilitating youth-led and community-based actions by fostering ideas and initiatives; providing demonstration projects to showcase good practice and highlighting lesson learnt and providing technical and financial support.
* **Networking and advocacy:** Connecting and engaging different sectors (government authorities, business sector, NGO networks and media) in different development topics. Using innovative tools of information, communication and technologies including social platforms, online and offline forums, to promote good practices to a wider audience and connect different groups.

Live & Learn provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other legally protected status.

**JOB SUMMARY:**

Live & Learn has started the project Clean Air Green Cities under the support of USAID since 2017. In the second phase of the project with the name “Collective Actions for Clean Air” (CAfCA), its activities address air pollution and its negative impact on citizens’ health in Ha Noi and other cities in Vietnam via collective actions by local actors and networks of youth, schools, communities, the private sector and the Government of Vietnam.

The position of **Youth and School Program Officer** will join Live & Learn’ s meaningful work in air pollution and sustainability education for children and youths, schools, businesses and communities in Hanoi and other cities in Vietnam. S/he will actively develop and implement activities: (1) connecting like-minded groups and organizations to promote communities of learning and actions on air quality management, (2) facilitating health impacts mitigation and green living solutions**,** (3) developing awareness raising materials, running education programs,

This position is expected to ensure good collaboration and coordination with project team and other partners while ensuring the integrity and effectiveness of project's contribution to achieve the Live & Learn’s objectives, mission and vision. It is a role requirement that the job holder must fully comply with, promote and live the following core values of the organization.

**KEY RESPONSIBILITY & TASKS**

**1. Youth & School Initiatives coordination and Network development (particularly to support “Collective Actions for Clean Air” activities and Green Generation network) (60%)**

* Connect and facilitate, encourage youth and local schools to develop and promote sustainable initiatives (environment, education, green living, etc.)
* Develop and maintain regular contact and network with youth organizations, schools and universities, to promote learning, sharing and action.
* Mobilize and coordinate grants and other funding for youth & school initiatives to ensure the transparency, participation and good practices
* Mobilize ideas, inputs from team members, other colleagues and volunteers to develop initiatives, programs:
  + Desk review, map and regularly update youth organizations and initiatives
  + Brainstorm and collect diverse and creative ideas, inputs for any activity and program development
  + Update, select and propose feasible and effective ideas for relevant activity, program development
  + Consult for technical quality and long-term development with senior staff
* Update on a regular basis (monthly, quarterly, yearly) about youths’ environmental activities to the whole network (to show on website, meetings, events), using technology platforms as well as direct meetings.
* Worked with youth to coordinate youth-led events such as regular network meetings, workshops, forum, campaigns, etc. with prior-during and after event activities.
* Study and keep updated with the needs, aspirations and characteristics of youths in order to cooperate with other colleagues to support youth network development, from website/materials development to events facilitation.

**2. Provide technical assistance, develop and deliver education programs (20%):**

* Mobilize ideas, inputs from team members, other colleagues and volunteers to develop initiatives, programs in environmental education and child/youth development:
* Brainstorm and collect diverse and creative ideas, inputs for any activity and program development;
* Update, select and propose feasible and effective ideas for relevant activity, program development;
* Consult for technical quality and long-term development with senior staff;
* Collaborate with other colleagues and volunteers to assess and identify education and training needs from target audiences;
* Support to develop suitable education and communication materials, events and programs;
* Support the organization of relevant events, from prior-event activities to logistics arrangement;
* Conduct monitoring and evaluation for events and programs as well as follow-up activities to ensure change in awareness and action in sustainability; and
* Liaise and cooperate closely with colleagues and stakeholders to ensure the smooth implementation of the project/program/activities
* Think creatively and out-of-the-box about new ways to promote learning and actions for sustainability as Live & Learn’ s mission;

**3. Administration Assistance (20%):**

* Assist with general administrative tasks, including all kinds of liaison and communication with external agencies and individuals;
* Assist with bookkeeping: keep record of organization financial transactions and bank balances records up-to-date and accurate in accordance with relevant policies and procedures.
* Contribute to build a living – learning – sharing culture with good practices at Live and Learn

**4. Other duties and responsibilities:**

Monitoring and teamwork:

* ***Weekly update*** with Project Coordinator and other team members about progress, which outputs/field of tasks that the position and others are working. Ensure weekly meetings with the team members.
* ***Monthly update*** on work plan, results and progress. Based on: projects documents, implementation work plan, monitoring sheets and budget reports (if available).
* ***Event update*** on the progress, results (within 1 week).
* ***Proactively seek for coaching/support*** from manager and specialists.

**REQUIREMENTS**

* At least a Bachelor’s degree in science, environment, education or related fields
* At least 2 years of professional work experience in environment, education, children/youth development or relevant work.
* A deep passion for environment sustainability and children/youth development
* Demonstrable skills in environmental education and capacity building, including the ability to collect and transfer scientific knowledge into non-academic language for children, communities and/or public audiences.
* Desired skills:
* Strong facilitation, communication and training skills
* Good social media skills
* Good networking skills with diverse stakeholders (NGOs, government, etc.)
* Enthusiastic, honest and trustworthy
* Ability to prioritize with minimal supervision and work independently as well as function as a member of a team
* Ability to work in an adaptive and flexible way
* Other requirements:
* Good reading/writing skills in English and Vietnamese
* Good computer skills – Microsoft Word, Excel and Power Point

**PROCEDURE FOR SUBMISSION OF EXPRESSION OF INTEREST**

Interested applicants should submit below mentioned documents:

* An updated CV
* An application letter and state that why you should suitable for this job
* Contact information for at least three work related referees

*The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of development at the sole discretion of management.*