**Events Coordinator (part-time)**

**About Keep Hanoi Clean**

Keep Hanoi Clean (KHC) is a proudly Vietnamese owned and operated social enterprise that delights in working with people from all ages, backgrounds, ethnicities and genders. KHC aims to improve and beautify Hanoi by strengthening the community and building capacity through our various environmental initiatives and programs

**REPORTS TO**

General Director  
The Founder

**POSITIONS REPORTING TO THIS ONE**

Project Support Staff, Volunteers

**Job Summary**

We are looking for a professional Events Coordinator to plan, direct, coordinate, oversee, manage, and report on events that will make an impact to our target audiences – particularly with beautification and fundraising events. You’ll ensure events are successful and cost-effective, paying attention to standard operating procedures, budget requirements, and time constraints.

We want to see enthusiastic candidates with fresh ideas and the organizational skills required to not leave anything about an event to chance.

**Responsibilities**

* Planning event from start to finish according to requirements, standard operating procedure (SOP), target audience, and objectives
* Coming up with suggestions to enhance the event’s success
* Preparing budgets and ensuring adherence
* Source and negotiate with vendors and suppliers
* Handle logistics
* Work with event managers if any
* Work with government liaison as needed to secure permits
* Work with fundraising director (general director for the interim) as needed for related events
* Work with marketing specialist on promotional activities for the event
* Be in charge of identifying required staffing positions and participating in recruitment
* Coordinate all operations
* Supervise all staff and volunteers during the event and/or coordinate with event manager
* Approve all aspects before the day of the event
* Ensure event is completed smoothly and resolve any problems that might occur
* Analyze the event’s success and prepare reports
* Make modifications to events SOP as needed

**Requirements**

* University Bachelor’s degree in Project Management, Marketing, Public Relations, Communications, Hospitality Management, or similar discipline
* At least 2 years of proven working experience
* Proven experience managing events and project managing
* Team player with leadership skills
* Customer-service orientation
* Ability to problem solve
* Solid organizational skills including attention to detail and multitasking skills
* Excellent English and Vietnamese language skills - written and verbal
* Strong working knowledge of Microsoft Office
* Committed availability for monthly and special events
* Environmental consciousness

**KPIs**

* Effective and timely planning of events
* Effective stakeholder management
* Effective and regular communications
* Events completed on budget

**Job Details:**

* Part time, 20 hours per week (minimum 50% onsite office time)
* 30% local travel (for stakeholder meetings primarily)
* Location: KHC Office, located at 587 Lac Long Quan, Hanoi, and volunteer project sites

**Compensation**

Salary is negotiable but KHC is committed to paying a living wage

Please send your resume to [info@keephanoiclean.org](mailto:info@keephanoiclean.org)