blue dragon

CHILDREN'S FOUNDATION

JOB DESCRIPTION

Position	Intern – Administration and translation
Team	Communications and Fundraising
Status	Part time with flexible hours
Internship type	Paid
Internship period	3 months
Location	Main office, Hanoi
Last updated	October 2021

Job Purpose

To support the Communications and Fundraising team with data and translation to help Blue Dragon nurture relationships with supporters around the world.

Job Context

Blue Dragon Children's Foundation serves children in crisis throughout Vietnam. We believe that every child deserves exceptional care and a chance to thrive. Blue Dragon kids are street kids, children with disabilities, and young people who have been trafficked. After rescuing children from danger and slavery, we reunite them with their family and provide all the services needed for recovery and growth while advocating for improvements to policy and law.

The Communications and Fundraising team ensures the success of Blue Dragon's work through fundraising, communications and marketing, and by maintaining our excellent reputation with donors, sponsors and the wider community.

Blue Dragon is a child-safe organisation, committed to the protection and exceptional care of children. We require all staff and volunteers to agree to and abide by our Child Protection Code of Conduct.

We offer equal employment opportunities to all qualified persons without discrimination or harassment. We will make any necessary job accommodation for persons with disabilities or special needs.

Key Objectives

- To uphold Blue Dragon's mission and values
- To provide administrative support for the Communications and Fundraising teams as required
- To ensure quality translation of internal Blue Dragon documents (Vietnamese – English and vice versa) as required

Main responsibilities

The specific position responsibilities will be negotiated with the incumbent and other members of the team, but are expected to include:

- Translation of internal documents such as guidelines, job descriptions, reports, etc.
- Data entry of monitoring information (e.g. in-kind donations, donations and Canva updates)
- Assisting at events where Blue Dragon has a presence
- Providing administrative support to the Communications and Fundraising team, including stock management, preparation for fundraising events and activities, assisting with delivery of gifts, donation boxes.
- Collaborate across Blue Dragon and within an interdisciplinary team.

Support

The intern will be supervised by the Communications and Fundraising Manager and is supported by the Communications and Fundraising team.

Key selection criteria

Essential

- Good English and Vietnamese language skills
- Demonstrated commitment to Blue Dragon values
- Passion to learn and develop
- Good computer skills: Microsoft Word, Excel, emails and internet

Desirable but not essential

- Experience in administrative work and data entry