



Jersey City, NJ 07310 • USA • [recruit@vietabroad.org](mailto:recruit@vietabroad.org)

## **GRAND RECRUITMENT 2015**

### **JOB DESCRIPTION**

VIETABROADER CAREER SERIES

CONFERENCE CHAIR/TALK HOST

#### **A. FUNCTIONS**

As the Chair/Host of the VietAbroad Career Conference (if you're in HCMC) or Career Talks (if you're in Hanoi) 2015, you are responsible to lead Program Team, Delegate Team, Logistics Team, and closely coordinate with Sponsor Relations Team, and Public Relations Team to prepare and run a successful career talks that (1) raise awareness of participants about specific industries in Vietnam and (2) improve important skills for participants in job searching process. You will be the public face and the main host of the program.

#### **B. AVAILABLE POSITIONS**

- 1 Career Conference Chair in Ho Chi Minh City
- 1 Career Talk Host in Hanoi

#### **C. TIME OF WORK**

- Expected working period: April 22 – July 31<sup>st</sup>
- Expected time needed to be in Vietnam: May 15<sup>th</sup> – **July 31st** (the returning date to Vietnam can be discussed during the interview for candidates who study/live abroad)
- Expected working hours: minimum 8 hours/ day

#### **D. RESPONSIBILITIES**

- Determine the technical, operational, and social vision for the career talks.
- Coordinate all 5 teams to implement the career talks' visions and goals. Develop and implement the schedule and master timeline of the career talks.
- Participate in press conference and press interviews as scheduled or requested by Public Relations Team.
- Host VIPs and deal with key and high-profile people.
- Work closely with Program Team to decide the main theme and format for the career talks (including webinar series, training workshops, career talks).
- Oversee the financial, administrative, and logistical management of the career talks.
- Prepare detailed budget planning and control the costs of the career talks. Prepare conference package as guided to obtain the license for the career talks.
- Hold meetings, request and collect status reports from Team Managers to ensure planning process is on track and on time.
- Participate in meetings with the Co-Presidents and other Executive members for frequent updates and requests for support if needed for the career talks.
- Provide final review and approval for all public communication related to the career talks' content such as important emails, handouts, Powerpoint, etc; and for all design and quantities ordered for career talks' retail items.
- Write VietAbroad Career Conference/Career Talk 2015 report.



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## **E. QUALIFICATIONS**

- Undergraduate or graduate students
- Excellent leadership and management skills
- Excellent writing skills (especially business-styled emails)
- Excellent oral skills (email, phone, face-to-face meeting with high-profile people, presentation, public speaking)
- Ability to see the big picture, but also detail-oriented
- Results-oriented
- Good time management and task management skills
- Excellent team-cross collaboration skills
- Ability to take initiatives and lead teams with diverse backgrounds
- Ability to work in fast-paced environment and under pressure
- Strong personal network is a plus

## **F. RECRUITMENT INFORMATION**

- Round 1: Application round. Deadline: **11:59 PM April 5<sup>th</sup> (EST)**
- Round 2: Interview round for applicants who pass Round 1 only.

## **G. CONTACT INFORMATION**

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