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GRAND RECRUITMENT 2015

JOB DESCRIPTION

VIETABROADER CAREER SERIES

PROGRAM TEAM

A. FUNCTIONS

As a member of the Program Team, you decide the substance and content of the training workshops, webinars, and the career talks, make sure all activities and agenda are appropriate, consistent, and beneficial to participants. In short, you are responsible for designing what the audience will take home after the program has ended.

B. AVAILABLE POSITIONS

- 2 Managers (1 for Career Talk in Hanoi, and 1 for Career Conference in Ho Chi Minh City)
- 7-9 Assistant Managers (2-3 for Career Talk in Hanoi, 5-6 for Career Conference in Ho Chi Minh City)

C. TIME OF WORK

- Expected working period: April 22 – July 31st
- Expected time needed to be in Vietnam: May 15th – **July 31st** (the returning date to Vietnam can be discussed during the interview for candidates who study/live abroad)
- Expected working hours: minimum 3-5 hours/ day

D. RESPONSIBILITIES

- Decide the format and content of the webinars and the career talks based on the current demands for the information about Vietnamese job market, internship opportunities, and working environment.
- Ensure that everyone on the organizing team is informed of the agenda once it is finalized.
- Work closely with Delegate Relations Team to decide the criteria of selecting career talks' participants.
- Recruit facilitators and guest speakers for the webinars and the career talks.
- Design the content of the career talks' booklet.
- Collaborate with other teams to run the career talks. Ensure that everything ends on time during all the events.
- Design surveys after any events to get feedback from the guest speakers and the attendants.

Additional Responsibilities for Manager:

- Report directly to Host
- Lead and manage all Program members
- Assist Chair/Host in writing the Career Conference/Career Talk 2015 report.

E. QUALIFICATIONS

- Undergraduate or graduate students
- Strong writing skills (especially business-styled emails)
- Strong communication skills (email, phone, face-to-face meeting with high-profile people)



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- Detail-oriented
- Good time management and task management skills
- Strong teamwork skills
- Excellent team-cross collaboration skills

Additional Qualifications for Manager:

- Strong leadership skill
- Excellent internal and external communication skills
- Ability to take initiatives and lead a team with diverse backgrounds
- Ability to work in fast-paced environment and under pressure

F. RECRUITMENT INFORMATION

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

G. CONTACT INFORMATION

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