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## **GRAND RECRUITMENT 2015**

### **JOB DESCRIPTION**

#### **VIETABROADER CAREER SERIES**

#### **SPONSOR RELATIONS TEAM**

#### **A. FUNCTIONS**

The role of Sponsor Relations Team (SR Team) is to ensure that VietAbroad Career Conference 2015 (VACC) has sufficient funding, as well as establish and maintain good relationships with our potential/ longtime partners and sponsors by fulfilling their benefits. In addition, SR Team plays a crucial role in recruiting companies and organizations for the Career Fair as part of the Conference.

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

- 1 Manager
- 2-3 Assistant Managers

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

- Expected beginning day: early April
- Expected ending day: early August
- Time commitment: at least 3-5 hours/ day

#### **D. RESPONSIBILITIES**

##### **1. Manager**

- Work with the Executive Partners & Sponsors Team (PS), VACC 2015 Chair (and Program Team) to finalize the benefits chart, proposal, and list of potential sponsors based on the past database (2014)
- Collaborate with Executive PS Team to work on fundraising strategies and plans of action throughout the whole project period
- Identify and network with potential sponsors. Assign team members on follow-up
- Keep track of the fundraising process to guarantee that sponsors' benefits are well delivered and attract more potential sponsors
- Oversee all aspects of the team including but not limited to training, managing team assignments, legal issues with sponsors, balancing team dynamics, etc.
- Welcome the sponsors on the Conference day, and assist them throughout the Career Fair in any possible ways such as ushering, answering the questions, setting up career booths, organizing materials and logistics, etc.

##### **2. Assistant Manager**

- Work with the Executive Partners & Sponsors Team, VACC 2015 Chair (and Program Team) to finalize the benefits chart, proposal, and list of potential sponsors based on the past database (2014)
- Identify and contact potential sponsors. Continuously update the Sponsors database for future reference
- Keep close contact and follow up with sponsors regularly to address any of their questions and concerns. Coordinate with other sub-teams (Program, Logistics, PR, and Delegate) in the



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Organizing Team of VACC 2015 to make sure that all sponsors' benefits are well-delivered, especially near the date of the Conference

- Welcome the sponsors on the Conference day, and assist them throughout the Career Fair in any possible ways such as ushering, answering the questions, setting up career booths, organizing materials and logistics, etc.

## E. QUALIFICATIONS

### 1. Manager

- Undergraduate or graduate students
- Excellent written/oral skills in English and Vietnamese
- Experiences in areas such as fundraising, sales, marketing, or PR, and/or working with corporates are highly preferred
- Ability to take initiatives and lead a team with diverse backgrounds
- Ability to analyze situations and solve problems quickly and effectively
- Strong negotiation skills
- Able to commit at least 45 hours/day during the time of work and arrange the schedule flexibly for any possible meetings with potential sponsors. Must also be available throughout the time of work in HCMC

### 2. Assistant Manager

- Undergraduate or graduate students
- Excellent written/oral skills in English and Vietnamese
- Ability to analyze situations and solve problems quickly
- Perform well the duties as required with much attention to detail and reliability
- Experiences working in group
- Preferably have a means of transportation for easy travel (i.e motorbike) and be present in HCMC during the time of work

## F. RECRUITMENT INFORMATION

- Round 1: Application round. Deadline: **11:59 PM March 25<sup>th</sup> (for Manager), and 11:59 PM April 1<sup>st</sup> (for Assistant Manager)**
- Round 2: Interview round for applicants who pass Round 1 only.

## G. CONTACT INFORMATION

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