



Jersey City, NJ 07310 • USA • recruit@vietabroad.org

GRAND RECRUITMENT 2015

JOB DESCRIPTION

YOU'RE ONLY FRESHMEN ONCE (YOFO)

LOGISTICS TEAM

A. FUNCTIONS

Prepare and manage logistics for all events of the camp.

B. AVAILABLE POSITIONS

- 2 Managers (1 for Hanoi, 1 for Ho Chi Minh City)
- 4-6 Assistant Managers (2-3 for Hanoi, 2-3 for Ho Chi Minh City)

C. TIME OF WORK

- Expected beginning day: May 11, 2015
- Expected ending day: August 22, 2015
- Expected commitment: 20-30 hours/week
- Expected duration of stay in Vietnam: May 20, 2015 to August 10, 2015

D. RESPONSIBILITIES

Managing and preparing logistics for all events effectively that help organizing the camp economically and professionally while fulfilling requirements of the content and image of the program to the public.

Responsibilities include, but not limited to:

- Scouting appropriate venue/locations for all activities of the camp
- Preparing and printing materials for all campers
- Preparing necessary materials for activities of the camp
- Taking care of accommodation for all campers
- Keeping track of all expenses
- Recruiting volunteers for the camp if necessary

E. QUALIFICATIONS

- Well-organized
- Flexible
- Improvisational
- Analytical skills
- Experience with logistics is a plus.

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.



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G. CONTACT INFORMATION

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