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GRAND RECRUITMENT 2015

JOB DESCRIPTION

iLEAD 2015

PROGRAM TEAM

A. FUNCTIONS

Self-awareness & Reflection are two important building blocks of leadership. The translation of thoughts from these blocks into actions is another important one. VietAbroadier iLead 2015 seeks to promote these three pillars among participants through (1) Workshops, (2) Mentorship system, and most importantly (3) Execution of participants' ideas & projects.

Program team members are responsible for the content design and execution of iLead 2015. They are also expected to be good mentors of the participants.

Please note that since Program Team plays a crucial role in iLead 2015, the workload is heavy. Applicants who are not certain about their commitment are expected to state their concerns as soon as possible.

B. AVAILABLE POSITIONS

- 4-5 Assistant Managers

C. TIME OF WORK

- April to mid-May
 - At least 2 hours/week (not including meetings)
 - Online meeting: 1 meeting/week (2 hours/meeting)
- From mid-May:
 - Around 4 hours/week (not including meetings & event days)
 - Event days (full attendance): at least 4 hours/event day
 - Offline meeting: 1 to 3 meetings/week (2-3 hours/meeting)
- Note:
 - Candidates must be present in Ho Chi Minh City from the beginning of June until the beginning of August.
 - Each week's work include: (1) independent work (either online or offline, do not need the presence of the whole team), (2) offline meeting, and (3) event days.

D. RESPONSIBILITIES

- Develop the complete format and content. Tasks include, but are not limited to:
 - Develop the leadership curriculum
 - Prepare and execute workshops
 - Mentor participants and supervise participants' work progress
- Recruit participants
- Others:



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- Design feedback forms
- Assist the project leader in writing the project report
- Keep an archive system for future access

E. REQUIRED QUALIFICATIONS

- Leadership experience
- Analytical acumen
- Dedication

F. DESIRED QUALIFICATIONS

- Good **interpersonal** and **intrapersonal** skills
- Open-mindedness
- Ability to inspire
- Willingness to learn

G. RECRUITMENT INFORMATION

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

H. CONTACT INFORMATION

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