



VietAbroad

EMPOWER VIETNAMESE YOUTH

1840 70th Street, Brooklyn, NY 11024 • USA

VIETABROADER SUMMER INTERNSHIP PROGRAM 2017

A. Intern Benefits

One important change of VietAbroad this year is the emphasis on personal development and benefits for each individual of the whole organization, regardless of your position. These benefits include:

- Working in a professional setting which will provide you with transferable skills and hand-on experience
- Creating an extensive network with other like-minded through diverse interactions with other colleagues, participants, etc.
- Having fun. A VA experience is never complete without the fun you have while having a productive and memorable summer.

B. Job Descriptions for Recruiting Positions

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GRAND RECRUITMENT 2017

VietAbroad Study-Abroad Camp 2017 Job Description | Program Interns

A. ABOUT VASAC 2017

This Summer 2017, aiming to provide high school students with more in-depth information on the US education, on-site practice with application materials, as well as longer time to interact with guest speakers, the Executive Team has decided to develop VietAbroad Study-Abroad Camp (VASAC) into a summer camp. This new format will not only allow more creative space for our Organizing Team, but also create better bonds between campers, guest speakers, and Organizing Team members. Besides listening to speeches and sharings, participants will get a chance to develop the first draft of their application plans (either timeline, personal statements, or schools list) during the camp, under the direct guidance of guest speakers and facilitators. Our annual School Fair will still be carried out at the end of the camp, when students are already equipped with fairly adequate knowledge to converse confidently and strategically with School Representatives. The camp will be held in Hanoi and Ho Chi Minh City in July.

B. FUNCTION

Program Team is in charge of planning and developing the content of the summer camp at each city and running them with the assistance of other teams (Sponsors Relations, Public Relations, Delegate, and Operations).

C. AVAILABLE POSITIONS

2 Program Managers (1 for Ha Noi, 1 for Ho Chi Minh City)

6-8 Program Interns (3-4 for Ha Noi, 3-4 for Ho Chi Minh City)

D. COMMITMENT REQUIREMENTS

Expected beginning day: 15/4/2017

Expected ending day: 15/8/2017

Expected commitment: 25 hours/week for Interns, 30-35 hours/week for Managers

Expected duration of stay in Vietnam (negotiable): 20/5/2017 to 5/8/2017

E. RESPONSIBILITIES

For Program Intern:

- Develop the content for the summer camp at each city

- Prepare booklet content and other necessary materials for the participants
- Recruit and rehearse with guest speakers for the camp
- Write report for the camp and related events afterwards

Additional Responsibilities For Program Manager:

- Finalize all major decisions of Program Team
- Keep track of workflow and progress in the team
- Create bonding and cohesion among team members
- Report to the Chair and evaluate team's performance
- Facilitate communication between Program Team, Executive Team and other related teams (Sponsors Relations, Public Relations, Delegate, and Operations).

F. QUALIFICATIONS

For Program Intern:

- Energetic and able to lighten the atmosphere
- Knowledge of US application process and college life
- Good problem-solving and writing skills
- Time management skills
- Critical thinking
- Committed to the project
- Attention to details is a plus (essential for writing external emails, compiling booklets, rehearsing with guest speakers, etc)

Additional Qualifications For Program Manager:

- Ability to visualize the summer camp
- Ability to convey ideas articulately
- Open-mindedness & flexibility
- Ability to resolve conflicts and inspire others
- Excellent leadership skills
- Experience of working in a team with diverse background is a plus

G. RECRUITMENT INFORMATION

Round 1: Application round. Deadline: **11:59PM March 19th (EST)**.

***Note:** Applications are accepted on a rolling basis. We may close application prior to the deadline, as soon as all positions are filled. Therefore, we encourage you to apply early.*

Round 2: Interview round for applicants who pass round 1 only. **Expected March 24th - April 2nd.**

H. CONTACT INFORMATION

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GRAND RECRUITMENT 2017
VietAbroad Study-Abroad Camp 2017
Job Description | Delegate Interns

A. ABOUT VASAC 2017

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B. FUNCTION

VASAC Delegate Team is in charge of recruiting participants and facilitators for the camp, assisting applicants during both the application process and the events, and reaching out to participants.

C. AVAILABLE POSITIONS

2 Delegate Managers (1 for Ha Noi, 1 for Ho Chi Minh City)

4 Delegate Interns (2 for Ha Noi, 2 for Ho Chi Minh City)

D. COMMITMENT REQUIREMENTS

Expected beginning day: 1/5/2017

Expected ending day: 15/8/2017

Expected commitment: 25 hours/week for Interns, 30-35 hours/week for Managers

Expected duration of stay in Vietnam (negotiable): 10/5/2017 to 5/8/2017

E. RESPONSIBILITIES

For Delegate Intern:

- Collaborate closely with Program Team to set criteria and recruit participants for the summer camp

- Create content for and execute ice-breaking activities between campers and guest speakers during the camp
- Assist applicants during application process
- Actively reach out for applicants before, during and after the camp
- Create connection/bonding between guest speakers, facilitators, and participants
- Survey participants and report after the camp and related events

Additional Responsibilities For Delegate Manager:

- Finalize all major decisions of the team
- Keep track of the workflow and progress of the team
- Create cohesion and bonding among team members
- Report to Project Chair and evaluate the team's performance
- Facilitate communication between Delegate Team, Chair and other related teams (Program, Operations, Public Relations, Sponsors Relations)

F. QUALIFICATIONS

For Delegate Intern:

- Committed to the project
- Good oral & written skills in English and Vietnamese
- Friendliness & thoughtfulness
- Attention to detail (essential for writing external emails and communicating with applicants)
- Critical thinking skills
- Self-motivation
- Ability to work under pressure

Additional Qualifications For Delegate Manager:

- Leadership skills
- Ability to resolve conflicts and inspire others
- Open-mindedness & flexibility

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GRAND RECRUITMENT 2017
VietAbroad Career Conference 2017
Job Description | Program Interns

A. ABOUT VACC 2017

Founded in 2004 with the mission to Empower Vietnamese youth, VietAbroad has been a leading student-run non-profit-organization in coaching generations of Vietnamese students to pursue higher education in United States. After 10 years, as globalization progresses, we realize both the challenges in the Vietnam labor market as well as the endless opportunities for our bright students. We have continuously expanded our activities to other fronts, including the Business and Career branch, which provides different supports for both domestic and overseas Vietnamese undergraduates.

Business & Career branch aims to give participants career insights and advice through multi-perspective career discussions, networking opportunities with successful professionals from each industry, externships at partner companies and training workshops on fundamental job-search skills.

B. FUNCTION

As a member of the Program Team, you are responsible to decide what the audience will take home after the event has ended including the values and content of the training workshops, webinars, and the conference.

C. AVAILABLE POSITIONS

1-2 Program Manager(s) in Ho Chi Minh City

3-4 Program Interns in Ho Chi Minh City

D. COMMITMENT REQUIREMENTS

Expected working period: May 1 – August 15th

Expected time needed to be in Vietnam: May 15th – August 5th (the returning date to Vietnam can be discussed during the interview for candidates who study/live abroad)

Expected working hours: average 4-6 hours/day

E. RESPONSIBILITIES

For Program Intern:

- Decide the format and content of the webinars and the conference 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 conference's participants
- Recruit facilitators and guest speakers for the webinars and the conference. Design the content of the conference's booklet
- Collaborate with other teams to run the conference. 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 Program Manager:

- Report directly to Chair
- Lead and manage all Program members
- Assist Chair in writing the Career Conference 2016 report

F. QUALIFICATIONS

For Program Intern:

- Undergraduate or graduate students
- Strong writing skills (especially business styled emails)
- Strong communication skills (email, phone, face-to-face meeting with high-profile people)
- Detail-oriented
- Good time management and task management skills
- Strong teamwork and cross-team collaboration skills
- Creativity, knowledgeable about various careers
- Previous internship experience is preferred

Additional Qualifications for Program 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

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Job Description | Delegate Interns

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Business & Career branch aims to give participants career insights and advice through multi-perspective career discussions, networking opportunities with successful professionals from each industry, externships at partner companies and training workshops on fundamental job-search skills.

B. FUNCTION

As a member of the Delegate Team, you are responsible for recruiting career conference's or career talk's attendants, aiming for a high and consistent satisfaction of participants toward all events. You are the link between Organizing Team and Vietnamese undergraduates.

C. AVAILABLE POSITIONS

1-2 Delegate Managers in Ho Chi Minh City
3-4 Delegate Interns in Ho Chi Minh City

D. COMMITMENT REQUIREMENTS

Expected working period: May 1 – August 15th
Expected time needed to be in Vietnam: May 15th – August 5th (the returning date to Vietnam can be discussed during the interview for candidates who study/live abroad)
Expected working hours: average 4-6 hours/day

E. RESPONSIBILITIES

For Delegate Intern:

- Come up with and carry on the most effective strategy for recruitment
- Design the content of conference's application

- Work closely with Program Team to decide the criteria of selecting participants
- Work closely with IT team to upload the online application and assist with any technical issues that applicants may have
- Review applications and select applicants
- Provide assistance to applicants through hotline, email, skype session, etc
- Work with Program Team to coordinate attendants at the training workshops and on the event day
- Design a system to follow up with participants after the conference
- Distribute post-events surveys

Additional Responsibilities for Delegate Manager:

- Report directly to Chair
- Lead and manage all Delegate members
- Assist Chair in writing the Career Conference 2016 report

F. QUALIFICATIONS

For Delegate Intern:

- Undergraduate or graduate students
- Have a customer-centric point of view, people-oriented
- Excellent written/oral skills in English and Vietnamese
- Ability to analyze situations and solve problems quickly
- Good management and cross-team collaboration skills

Additional Qualifications for Delegate 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

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GRAND RECRUITMENT 2017

VietAbroad You're Only Freshman Once 2017

Job Description | Program Interns

A. ABOUT YOFO 2017

In order to equip incoming freshmen with necessary skills so that they can succeed academically and socially during their college life in the United States, the Executive Team continues organizing YOU'RE ONLY FRESHMEN ONCE (YOFO) as a camp with multiple diverse activities and direct interactions between campers and facilitators. YOFO 2017 will be held in Hanoi during this July.

B. FUNCTION

The YOFO Program Team is in charge of planning and developing the content of the camp, and running the camp with the assistance of other teams.

C. AVAILABLE POSITIONS

1 Program Manager

4 Program Interns

D. COMMITMENT REQUIREMENTS

Expected beginning day: May 15, 2017

Expected ending day: August 10, 2017

Expected commitment: 24 hours/week

Expected duration of stay in Vietnam (negotiable): May 15, 2017 to August 10, 2017

E. RESPONSIBILITIES

Designing and implementing an elaborate agenda for the entire camp that includes fun activities, group discussions, scavenger hunt, themed event nights, etc. to achieve the following goals: creating a strong network between Vietnamese upcoming freshmen (campers) and upperclassmen of US colleges (facilitators and organization team); preparing campers for academic and cultural life in the US; guiding campers on their way to find their personal identity and values that will help them succeed far away from home.

Responsibilities include, but not limited to:

- Construct an agenda for the camp
- Recruit and rehearse with camp facilitators
- Brainstorm and design bonding games and activities for campers

- Work with Operation team to finalize venue
- Design the model classes
- Assist Project Leaders in writing the Executive Report for the program

Additional Responsibilities for Program Manager:

- Make final decisions on behalf of the team
- Regulate the working progress of the team
- Maintain a balanced and cohesive working environment among team members
- Evaluate the performance of the team and provide constructive feedback
- Effectively inform the Chair of the progress of the project and the team
- Facilitate communication between Chair, Program Team, and other related teams

F. QUALIFICATIONS

- Creativity
- Time management skills
- Teamwork skills
- Strong Vietnamese and English writing skills
- Understanding of American culture and student life
- Great communication skills
- Critical thinking skills
- Self-motivation
- Ability to work under pressure
- Responsibility
- Leadership skills

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GRAND RECRUITMENT 2017

VietAbroad You're Only Freshman Once 2017

Job Description | Delegate Interns

A. ABOUT YOFO 2017

In order to equip incoming freshmen with necessary skills so that they can succeed academically and socially during their college life in the United States, the Executive Team continues organizing YOU'RE ONLY FRESHMEN ONCE (YOFO) as a camp with multiple diverse activities and direct interactions between campers and facilitators. YOFO 2017 will be held in Hanoi during this July.

B. FUNCTION

The YOFO Program Team is in charge of planning and developing the content of the camp, and running the camp with the assistance of other teams.

C. AVAILABLE POSITIONS

- 1 Delegate Manager
- 2 Delegate Interns

D. COMMITMENT REQUIREMENTS

Expected beginning day: May 15, 2017

Expected ending day: August 10, 2017

Expected commitment: 24 hours/week

Expected duration of stay in Vietnam (negotiable): May 15, 2017 to August 10, 2017

E. RESPONSIBILITIES

Recruiting, managing, and taking care of participants to meet their needs before, during, and after the camp, aiming for a consistently high level of satisfaction of participants towards the camp.

Responsibilities include, but not limited to:

- Promote the camp to potential participants
- Recruit participants for the camp
- Facilitate bonding between participants, organizing team and guests
- Survey participants about the quality of the camp
- Assist the Project Leaders to write the Executive Report

Additional Responsibilities for Delegate Manager:

- Make final decisions on behalf of the team
- Regulate the working progress of the team
- Maintain a balanced and cohesive working environment among team members
- Evaluate the performance of the team and provide constructive feedback
- Effectively inform the Chair of the progress of the project and the team
- Facilitate communication between Chair, Delegate Team, and other related teams

F. QUALIFICATIONS

- Persuasiveness
- Customer services skills
- Sensitivity and mindfulness
- Friendliness and approachability
- Time management
- Great communication skills
- Critical thinking skills
- Self-motivation
- Ability to work under pressure
- Responsibility
- Leadership skills

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GRAND RECRUITMENT 2017

Job Description | Public Relations Interns

A. OVERVIEW

For the summer of 2017, the VietAbroad Summer Public Relations Team (VA Summer PR Team) will be in charge of public relations work for all summer projects. The direct supervisor of this team is the Executive Communications Team, who will be responsible for training, advising and managing VA Summer PR Team. The goal of VA Summer PR team is to devise and execute tactics and strategies to effectively promote all programs of VietAbroad this summer to their respective targets, so as to communicate the image of VietAbroad as an organization. Resources, guidance and many learning opportunities will be provided in the process.

B. AVAILABLE POSITIONS

4 interns in Hanoi (VASAC, YOFO)

4-5 interns in Ho Chi Minh City (VASAC, VACC)

NOTE: Every applicant will be considered for manager positions.

C. COMMITMENT REQUIREMENTS

Expected beginning date: May 15, 2017

Expected ending date: August 10, 2017

Expected commitment: 15 - 20 hours per week. Duties may be more intensive in the second half of May, during June and early July.

Members are expected to be physically present in Hanoi or Ho Chi Minh City between May 15, 2017 to August 10, 2017.

D. RESPONSIBILITIES

To communicate to respective audience the core ideas, contents and features of VietAbroad events this summer, namely VietAbroad Study-Abroad Camp (VASAC), VietAbroad Career Conference (VACC), You're Only Freshman Once (YOFO), and the overall brand name of VietAbroad as an organization itself.

Detailed responsibilities include, but are not limited to:

1. Basic responsibilities:

The team is expected to fulfill and maintain these tasks on a regular basis throughout the summer.

- Mass media (print press, online press, television, etc.):
 - Work with journalists and editors to broadcast information through the Press Conference, press kits (including press release), press pitches, etc.
 - Liaise with potential media sponsors to negotiate contracts, and ensure that benefits of VietAbroad and media sponsors are both fulfilled satisfactorily.

- Social media (Facebook, YouTube, Instagram, etc.):
 - Maintain and generate constant, attractive content on the social media platform of each respective project.
 - Highlight the features of each project on appropriate channels, at suitable time and in suitable form. The responsibility to attract participants for projects is hence shared by the Summer PR team.
 - Collaborate with Design Team and Media Production Assistants to generate media works that best communicate the tasks above with professional aesthetics.

2. Creative responsibilities:

The team is expected to collaborate to brainstorm novel approaches to promote each project, or all projects and VietAbroad as a whole. This can take a few of the following forms: graphics or photo series, infographics, graphic videos, expert interviews, street interviews, open surveys, musical items, short skits, flash mobs, public stunts, contests and competitions, social media tactics (hashtags, check-ins), “shock” baits, etc. Details will be discussed during the initial phase of work.

E. QUALIFICATIONS

While each member is not expected to fulfill all of the following, we are looking for members to build a team that possesses:

- Creativity. Think out of the box, generate new ideas and adopt new strategies to broadcast similar messages in different forms, to renew ordinary things. Flexible to adapt such strategies to constraints of budget, manpower, time, resources, or of VietAbroad’s larger image.
- Sustainability. Ability to maintain work ethics and output quality consistently and constantly throughout the term, under the high creative pressure.
- Communication. Excellent Vietnamese writing; fluent and effective Vietnamese speaking. Intermediate command of English.
- Multimedia. Ability to design graphics, edit photos, audio or videos (Photoshop, Illustrator, After Effects, Audition, Premiere, Final Cut, etc.) is an advantage, but not mandatory. (Ability to use Microsoft Word, PowerPoint, and Google Drive is a must).
- Experience. Prior experience in press relations, managing WordPress platform, or administering Facebook pages is an advantage, but not mandatory.
- Self-awareness. Aware of own strengths and weaknesses, and work to complement one another. Not afraid to challenge oneself in unfamiliar tasks.
- Flexibility. Able to teach and learn from one another. Able to work independently and in team, online and offline.

F. RECRUITMENT INFORMATION

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GRAND RECRUITMENT 2017

Job Description | Sponsor Relations Interns

A. OVERVIEW

This position entails seeking out sponsorships for VietAbroad Study-Abroad Camp (VASAC) 2017 and VietAbroad Career Conference (VACC) 2017, working closely with other sub-teams in the Organizing team of VASAC 2017 and VACC 2017 to execute benefits for sponsors, and assisting with administrative tasks. SR Assistant Manager will report to SR Manager.

Prospective assistants will have the chance to expand their network with other VASAC and VACC team members, and with representatives from VASAC and VACC's partners and sponsors. Besides, they will also be able to refine and acquire valuable skills including negotiation, communication and fundraising skills.

B. AVAILABLE POSITIONS

2-3 interns in Hanoi for VASAC

3-4 interns in Ho Chi Minh City for VASAC

2-3 interns in Ho Chi Minh City for VACC

NOTE: Every applicant will be considered for Manager positions in each team.

C. COMMITMENT REQUIREMENTS

Physical presence in Vietnam from second/ third week of May 2017 until first week of August 2017

Expected start date: second week of April 2017

Expected length of work: 3 months

Expected commitment: 2 to 3 hours/ day normally and 6 to 7 hours/ day during peak periods

D. RESPONSIBILITIES

1. SR Manager

- Assist Human Resources with recruiting, interviewing and selecting SR assistant managers
- Maintain professional work environment and develop personal growth opportunities for team members
- Foster teamwork and unity among VASAC 2017 and VACC 2017 team members that allow diversity of ideas as well as cohesiveness and effectiveness

- Provide oversight and work collaboratively with team member in accordance with fundraising goals and procedures
- Reach out to and meet up with with potential Vietnamese corporate sponsors; negotiate contract and execute benefits for sponsors
- Work with other sub-teams in the Organizing team of VASAC 2017 and VACC 2017 to ensure the benefits of both institutional and corporate sponsors are well-executed
- Assist sponsors in any follow-up matter after signing contract and after the conference concludes
- Attend to representatives from sponsors during the morning conference and assist representatives in setting up logistics during the afternoon school fair

2. SR Intern

- Reach out to and meet up with with potential Vietnamese corporate sponsors; negotiate contract and execute benefits for sponsors
- Work with other sub-teams in the Organizing team of VASAC 2017 and VACC 2017 to ensure the benefits of both institutional and corporate sponsors are well-executed
- Contribute to overall project objectives and complete individual deliverables
- Assist sponsors in any follow-up matter after signing contract and after the conference concludes
- Attend to representatives from sponsors during the morning conference and assist representatives in setting up logistics during the afternoon school fair
- Assist SR Manager in other administrative tasks

E. QUALIFICATIONS

- High level of commitment (preferably no other full-time commitment, e.g. a full-time internship)
- Strong leadership skills
- Negotiation and persuasion skills
- Ability to work both independently and in a team
- Ability to analyze situations and respond to problems quickly
- Excellent communication skills in English and Vietnamese (both written and verbal)
- Attention to details
- Experience in fundraising is recommended but not required

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GRAND RECRUITMENT 2017

Job Description | Design Interns

A. OVERVIEW

In Summer 2017, the Design team of VietAbroad will be responsible for creating graphic presentations and promotional materials for the organization's summer projects, including the VietAbroad Study-Abroad Camp (VASAC) in Hanoi and Ho Chi Minh City, You're Only Freshmen Once (YOFO) Camp in Hanoi, and the VietAbroad Career Conference (VACC) in Ho Chi Minh City. The Design Specialists, under the supervision of the Chief Designer, will carry out design requests for those events. The Design Specialists are expected to work together and with the Chief Designer to create high-quality products to represent VietAbroad, both offline and online.

The goal of Design Specialists is to make sure VietAbroad is best presented in different media, hence assuring the image of the organization and appealing to the targeted audience of its events. The team should be able to collaborate well with one another and with other organizational teams within the summer projects, to make sure that the messages VietAbroad seeks to convey are aesthetically portrayed through suitable graphic mediums.

B. AVAILABLE POSITIONS

3-4 Design Interns

C. COMMITMENT REQUIREMENTS

Expected beginning day: 1/5/2017

Expected ending day: 15/8/2017

Expected commitment: 30hrs/week

Expected duration of stay in Vietnam (preferred, but not required): 20/5/2017 to 5/8/2017

D. RESPONSIBILITIES

- Discuss new themes and key images for this year's summer projects
- Create promotional graphic designs such as posters and banners for usage on social media
- Create printable materials for VietAbroad events (including but not limited to booklet, backdrop, standee, gift products, etc.)

- Communicate with appropriate personnels from other project teams to assist their needs for promotional materials

E. QUALIFICATIONS

- Great/Good commands of Adobe Creative Suite. Photoshop and InDesign are a must, knowledge in Illustrator is a plus
- Good knowledge of graphic work including poster design and typography
- Great communication skills, including the ability to give opinions and feedback to fellow designers and work with other project team members
- Strong commitment and responsiveness with any (or all) of the communication means like emails, phone calls, Skype and Facebook messenger
- Ability to work under pressure and a tight time schedule
- Creative mindset

F. RECRUITMENT INFORMATION

Round 1: Application round. Deadline: **11:59PM March 19th 2017 (EST)**.

***Note:** Applications are accepted on a rolling basis. We may close application prior to the deadline, as soon as all positions are filled. Therefore, we encourage you to apply early.*

Round 2: Interview round for applicants who pass round 1 only. **Expected March 24th - April 2nd.**

G. CONTACT INFORMATION

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VietAbroad

EMPOWER VIETNAMESE YOUTH

1840 70th Street, Brooklyn, NY 11024 • USA

GRAND RECRUITMENT 2017

Job Description | Media Production Interns

A. OVERVIEW

For the summer of 2017, the Media Production Team (media producers) is directly responsible for managing and coordinating the creation of promotional videos, animation, commercials or other forms of commercial products for VA's flagship events and projects. Media producers will be in charge of their specialized area: photography/video coverage for events—for photographers; executing creative ideas for videos, web-based campaigns and events' highlights—for video producers. Media Team will collaborate with executive and project teams (PR/Communications Team, Design Teams, IT Team) to deliver high quality media products that best represent VA's mission and vision, as well as enhance VA's reputation and digital presences. Each photographer or video producer will be assigned to work on one specific project or more, depending on the final composition of the team.

B. AVAILABLE POSITIONS

1-2 Photographers and 1 Video Producer in Hanoi

1-2 Photographers and 1 Video Producer in Ho Chi Minh City

C. COMMITMENT REQUIREMENTS

Expected beginning date: May 15, 2017

Expected ending date: August 10, 2017

Expected commitment: 15 - 20 hours per week

Members are expected to be physically present in Hanoi or Ho Chi Minh City between May 15, 2017 to August 10, 2017.

D. RESPONSIBILITIES

Photographers

- Implement event coverage with videography and photography needs
- Oversee and maintain media equipment during events
- Manage media resources and provide to other teams and press when needed

Video Producers

- Produce and direct commercials, videos, audio messages or animation to promote VietAbroad's projects
- Create highlights of events including Press Conference, VietAbroad Study-Abroad Camp, VietAbroad Career Conference and YOFO Camp.

- Manage media resources and provide to other teams and press when needed

E. QUALIFICATIONS

- Proficiency in Adobe Photoshop, Adobe Lightroom, Adobe Illustrator, Adobe After Effects, Adobe Premiere, or Final Cut Pro
- Availability during days of event
- Creativity and ability to generate new and appealing content that is attractive to young people
- Ability to work with DSLR equipment including different camera bodies, lenses, tripods, microphones for various needs
- Access to a DSLR camera at the moment is a plus

F. RECRUITMENT INFORMATION

Round 1: Application round. Deadline: **11:59PM March 19th 2017 (EST)**.

Note: Applications are accepted on a rolling basis. We may close application prior to the deadline, as soon as all positions are filled. Therefore, we encourage you to apply early.

Round 2: Interview round for applicants who pass round 1 only. **Expected March 24th - April 2nd.**

G. CONTACT INFORMATION

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VietAbroad

EMPOWER VIETNAMESE YOUTH
1840 70th Street, Brooklyn, NY 11024 • USA

GRAND RECRUITMENT 2017

Job Description | Operations Interns

A. OVERVIEW

The Operations Team will commit a great amount of time executing and supporting Human Resources (HR)'s events and all VietAbroad summer projects, including VASAC, VACC and YOFO.

B. AVAILABLE POSITIONS

2 Operations Managers, 1 for each region
4-5 Operations Interns for Hanoi
4-5 Operations Interns for HCMC

C. COMMITMENT REQUIREMENTS

Expected beginning day: May 10, 2017
Expected ending day: August 21, 2017
Expected commitment: 24 hours/week
Expected duration of stay in Vietnam (negotiable): May 15, 2017 to August 7, 2017

D. RESPONSIBILITIES

Managing and preparing for all events economically and professionally while fulfilling requirements of the content and image of the programs to the public.

Responsibilities include, but not limited to:

- Scouting and deciding appropriate venue/locations for all activities of the event
- Preparing all necessary materials for the event in general
- Handling all the budget and money matters pre, during and post event including filing budget proposal, keeping track of money flows, writing budget report.
- Assisting Project Leaders in writing the Executive Report for the program

Additional Responsibilities For Operations Manager:

- Finalize all major decisions of the team
- Keep track of workflow and progress of the team
- Create cohesion and bonding among team members
- Report to the Chairs of different projects and evaluate the team's performance
- Facilitate communication between Operations Team and all related teams

E. QUALIFICATIONS

- Commitment
- Teamwork skills
- Improvisational
- Analytical skills
- Great communication skills, negotiation skill is a plus
- Ability to materialize ideas
- Attention to details
- Ability to work in a fast-paced environment and under pressure
- Ability to manage large-scale budgets with efficient tools such as Excel
- Possession of any means of transportation
- Past experience with logistics is a plus

F. RECRUITMENT INFORMATION

Round 1: Application round. Deadline: **11:59PM March 19th 2017 (EST)**.

***Note:** Applications are accepted on a rolling basis. We may close application prior to the deadline, as soon as all positions are filled. Therefore, we encourage you to apply early.*

Round 2: Interview round for applicants who pass round 1 only. **Expected March 24th - April 2nd.**

G. CONTACT INFORMATION

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VietAbroad Study-Abroad Camp 2017

Job Description | IT Interns

A. Overview

In the summer of 2017, the IT Team will be in charge of managing and maintaining the website platforms that VietAbroad employs for the promotion of summer events. The IT Intern is also expected to have competence in solving any technical difficulties that might happen to the aforementioned platforms. Through this engagement, the IT Intern should seek to provide technological skills and insights to improve VietAbroad's website platforms, exercise strong decision making abilities to work independently, while also communicating with other organizational teams within the summer projects to assist with their technological requests.

B. AVAILABLE POSITIONS

1-2 IT Interns

C. TIME OF WORK

Expected beginning day: 15/4/2017

Expected ending day: 15/8/2017

Expected commitment: 10-15 hours a week

Expected duration of stay in Vietnam (preferred, but not required): 20/5/2017 to 5/8/2017

D. RESPONSIBILITIES

- Manage and maintain the website platforms that VietAbroad employs, including but not limited to Wordpress, Facebook, etc.
- Predict, analyze, and solve technical difficulties that might happen to the aforementioned website platforms
- Assist other teams with technological requests
- Provide suggestions to improve the existing technology

E. QUALIFICATIONS

- High level of commitment (preferably no other full-time commitment, e.g. a full-time internship)
- Ability to work both independently and in a team
- Ability to work in a fast-paced environment and under pressure

F. RECRUITMENT INFORMATION

Round 1: Application round. Deadline: **11:59PM March 19th (EST)**.

Round 2: Interview round for applicants who pass round 1 only. **Expected March 24-April 2nd.**

G. CONTACT INFORMATION

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