



Terms of Reference

Title: Program Assistant

Report to:

- **Directly to:** Live&Learn Director, Program/Project Manager(s)
- **Indirectly to:** related donors and partners

Monitoring and teamwork:

- **Weekly update** with Program/Project Manager(s) and other team members about progress, which outputs/field of tasks that the position and others are working. Ensure weekly meetings with the team members.
- **Monthly update** on workplan, results and progress. Based on: projects documents, implementation workplan, monitoring sheets and budget reports (if available).
- **Event update** on the progress, results (within 1 week).
- **Proactively seek for coaching/support** from manager and specialists.

Main Responsibilities

- Technical assistance to promote climate and energy topics – 40 %
 - Work with youth and stakeholders to develop and run environmental action events such as training, workshops, forum, campaigns, etc with prior-during and after event activities
 - Support the development of materials/websites/social media products on environmental and energy topics
 - Find out opportunities to develop close linkages with government, business and other NGOs nationally and internationally for supporting youth-led ideas
 - Mobilize ideas, inputs from team members, other colleagues and volunteers to develop initiatives, programs:
 - Keep updated with the needs, aspirations and characteristics of youths in order to cooperate with other colleagues to support youth network development, from website/materials development to events facilitation.
- Youth network development and stakeholder engagement to promote climate and energy topics – 30%:



- Maintain regular contact and network with youth organizations, universities, to promote learning, sharing and action.
- Update on a regular basis (monthly, quarterly, yearly) about youths' environmental activities to the whole network (to show on facebook, website, meetings, events)
- Support youths to build relationships with government, business and other NGOs
- Promote environment actions, initiatives and opportunities to new youth organizations, universities, business, government and international networks
- Other supporting tasks to the team when required
- Administration Assistance – 30%:
 - Assist with general administrative tasks, including all kinds of liaison and communication with external agencies and individuals;
 - Assist with bookkeeping: keep record of organization financial transactions and bank balances records up-to-date and accurate in accordance with relevant policies and procedures.

ESSENTIAL REQUIREMENTS

- Excellent spoken and written English and Vietnamese
- Good computer applications and social networking skills (Word, Excel, Powerpoint, Facebook...)
- A creative and positive person with strong coordination, facilitation and interpersonal skills.
- Ability to work effectively as a team member and work independently
- A strong interest in environmental topics
- A passion for interactive training delivery and materials development
- Willingness to learn and share with a range of stakeholders, identify potential education and training opportunities
- Knowledge about graphics, design or experience in education is an advantage

Experience in education and training not essential, but is desirable. We seek an individual who has a strong willingness and ability to learn and can acquire skills and knowledge efficiently.