



Volunteer Program Coordinator

Habitat for Humanity Vietnam (HFHV) is currently seeking a professional individual to serve as a Volunteer Program Coordinator, based in Ho Chi Minh City with frequent travels nation-wide of Vietnam. This position is responsible for but not limited to implement Volunteer Programs of HFHI-V through mobilization, coordination and hosting of local and international volunteers to support HFHI-V's ministry. This position is to cultivate strong and valuable relationships through a wide range of recruitment and outreach activities.

Roles & Responsibilities

Implement volunteer programs

1. Plan, check, and collaborate with internal/external relevant people to ensure Volunteer program operate in a manner consistent with HFH guidelines, standards and mission.
2. Coordinate with internal/external stakeholders for schedule of international and local volunteer teams
3. Be responsible for communications with sending program and team leader in the hosting process
4. Coordinate with project team(s) and local partner for arrangement of logistics needs (airport welcome, transportation, accommodation, visa etc.) of incoming teams
5. Participate in delivery of training about volunteer activities & management to staff, and projects' partners, and orientation training to local volunteers
6. Define appropriate record-filling methods and implement it to ensure all relevant documents of Volunteer program nation-wide, including but not limited to Letter of permission, Minutes of households selection, Agreement, Contracts etc. are properly maintained, easy traceable, and prevented from lost or damage.
7. Assist VP Manager in seeking & developing volunteer opportunities for domestic and international volunteers with project and local partners.
8. During volunteer builds, coordinate with other teams to ensure safety and a positive experience for volunteers and community partners.
9. Provide consolidated list of volunteers and relevant documents to Program Manager for getting approval from provincial authorities
10. Facilitate family selection process;
11. Support in hosting teams when needed.
12. Provide interpretation service at meetings between Volunteer team and local partners;
13. Support monitoring and evaluation processes for all volunteer initiatives;
14. Collect photos and quotes of volunteers during their builds for promotional purposes;
15. Perform other relevant tasks/assignments requested by VP Manager and/or Program Director

Participate in Program design & development of procedures

1. Ensure implementation of volunteer programs, initiatives fully compliance with HFHI/AP and local policies, standards, procedures/requirements
2. Provide input and support VP Manager in developing systems, processes, and tools/guideline, training material to enhance efficiency & quality

Requirements:

- Diploma or Bachelor's degree in administrative management, community organizing, international relations, international development, or any other equivalent degree.

- Experience in recruitment and the management of volunteer, handling logistics for hosting volunteers
- Experience in handling administrations and hospitality services
- Marketing and other social experience
- Experience in working with other INGOs
- Self-motivated, flexible and able to work without close supervision.
- Full commitment to HFHI-V Vision, Mission, and Mission principles.
- Full commitment and accountable for local and government policies and procedures
- Resourceful, able to coordinate multiple tasks, good problem solving skill
- Able to work, support, negotiate and cooperate effectively in cross-cultural settings
- Good oral and written communication skills including English translation skills
- Good public speaking skills for training and presentations in Vietnamese and English Language.
- Proficient in Word, Excel, Outlook and the ability to learn and manage volunteer/donor database system required.
- Ability to work as a team and be a visionary self-starter, able to delegate to and manage volunteers, has outstanding organizational and customer services skills, and be able to effectively promote the mission of Habitat.
- Accountable in terms of time, money and reports

How to Apply:

The closing date: **October 30, 2016**

Your application **must** include:

- A cover letter clearly demonstrating your suitability for this position
- A comprehensive CV
- Contact details (including telephone number and email) of 3 references including most recent direct supervisors

Applicants who do not provide **all** of the above requested information will not be considered.

Email your application to:

Human Resource Department

Habitat for Humanity Vietnam

Email: application@habitatvietnam.org

Habitat for Humanity International (HFHI) is a non-profit, ecumenical Christian housing ministry that seeks to eliminate inadequate housing and homelessness in the world, and to make decent shelter a matter of conscience and action. It was founded in 1976 and Habitat for Humanity Vietnam is a branch of HFHI. HFH Vietnam is an equal opportunity employer.

We sincerely thank you for your interest in Habitat for Humanity Vietnam.