



JOB DESCRIPTION

Position: Office Manager and Volunteer Coordinator
Supervisor: Senior Advisor
Schedule: Full-time

ABOUT OUR ORGANIZATION

LIN Center for Community Development is a not-for-profit organization with the mission to help local people to meet local needs. On the one hand, LIN provides support to locally initiated not-for-profit organizations and groups that seek to improve access to opportunities for disadvantaged populations. Such support could include small grants, introductions to skilled volunteers, workshops, networking and information sharing. On the other, LIN provides advisory and support services to individual and corporate philanthropists that want to serve, or better serve, the communities where they live and/or work. More information about LIN is available on our website at: www.LINvn.org.

POSITION DESCRIPTION

The LIN Center for Community Development is seeking a high caliber candidate for the position of Office Manager and Volunteer Coordinator. The person's primary responsibility is to provide active support service to LIN staff and partners in office administration and volunteer coordination. S/he is responsible for management of a wide range of administrative duties including office management, day to day logistics, and all procurement management both program and non-program items.

RESPONSIBILITIES

The primary roles and responsibilities of the Office Manager and Volunteer Liaison include:

Volunteer Coordination:

- Support and Supervise LIN volunteers (coordinate LIN volunteers, update LIN volunteer hours; manage LIN volunteer and skilled volunteer lists);
- Build and maintain a solid relationship with Volunteers recruited by LIN by sending emails or making phone calls to request or provide updates.
- Manage and update a database of volunteers and pro-bono service providers.
- Match LIN Volunteers with Volunteer requests from LIN Partners.
- Monitor and evaluate the Volunteer-NPO relationship (via outcomes and review of satisfaction surveys with each partner, including LIN Volunteers).
- Prepare quarterly reports on the Volunteer Program (i.e., list and number of matches, level of satisfaction of Volunteer and NPO).

OFFICE MANAGEMENT:

- Manage LIN's legal compliances (e.g. office licenses), navigating procedures for expansion and complying with all governmental standards, requirements, and regulations.
- Perform all necessary procedures for recruitment.
- Maintain all office documentation and third party contracts, agreements, etc.
- Document and/or update all administrative policies and procedures as necessary.
- Oversee all administrative and operational matters in compliance with LIN policies.
- Ensure appropriate level of compliance by all staff for adopting and following administrative policies and procedures.
- Assist LIN correspondence with government agencies, NGOs and other organizations.
- Participate in any other activities which may be required to fulfill LIN's objectives.
- Procurement Management: Work with staff in obtaining purchase requisitions with detailed specification in order to start the process well in advance and implement all activities in time and in cost effective manner for goods and services as per approved budget and/or annual workplan. Maintain procurement files in an appropriate fashion and order including – requisition, quotes/bids, comparison, evaluation, approval, contract/purchase order, delivery note etc. for each purchase of goods and/or services.
- Support with other tasks, as needed, such as day-to-day office management, answering phones, facilitating bill payment, event logistics, etc.



JOB DESCRIPTION

REQUIREMENTS

Education: University Degree in office/business administration, social sciences or related field;

Experience:

- Minimum of three years of office management experience;
- Knowledge of and/or experience with volunteer coordination is an advantage;
- Experience in working for and/or with NPO, development organization, INGO, civil society group, etc. is preferred;

Skills:

- Native Vietnamese speaker;
- Good communication skills (both written and oral) in English;
- Competent in Word, Excel, PowerPoint;
- Excellent organizational and analytical skills, attention to detail, and determination to meet deadlines;
- Strong planning, problem solving, negotiation, and decision-making skills are preferred;
- Basic knowledge of community development and social work issues;

OTHER REQUESTS

The candidate would have these preferred attributes:

- Honest, ethical and reliable
- Professional attitude towards work
- Flexible and adaptable in working with an up-and-coming not-for-profit organization
- Willing to learn new ways of doing things
- Willing to work both independently and as part of a team
- Pro-active and results oriented
- Friendly, customer service orientation
- Confidentiality – Employees must sign a confidentiality agreement and may not share organizational materials without the express written permission from a supervisor; and
- Respect – LIN Center aims to always show respect and appreciation for our Staff and we ask all our staff show the same respect for members of the team, our clients and our volunteers.

Expected starting date: as soon as possible.

APPLICATION & CONTACT INFORMATION

LIN Center is committed to equal employment opportunities to all individuals based on merit, qualifications, abilities, and the law. Employment decisions are made regardless of race, color, ethnicity, gender, geographic or social origin, religion, age, disability or any other characteristics protected by law.

Interested candidates should submit a letter of interest and resume/CV by email to:

LIN Center for Community Development
info@LINvn.org
Tel: 08-3824-6091

The closing date for applications is **November 10th**.

Due to the large number of expected applications, only applicants being called for an interview will be contacted. Please visit the website: <http://www.LINvn.org>, for more information about LIN.