



JOB ANNOUNCEMENT

Program Support (Temporary position)

Summary

The American Red Cross seeks to prevent and alleviate human suffering around the world by responding to disasters, building safer, more resilient communities, and educating future humanitarians. In the coming years the American Red Cross will deepen and expand its programming around the world while also working to strengthen the global Red Cross Red Crescent network, in order to deliver vital help and hope to some of the most vulnerable communities.

The American Red Cross (AmRC) Vietnam Delegation currently seeking for a Program Support to assist in implementing the projects/program of Vietnam Delegation.

The position is temporary and based in the AmRC Vietnam Delegation office in Hanoi with travelling to field sites in the different project provinces when necessary. The Program Support will report to the Program Coordinator of AmRC. This position is expected to work full-time in 6-month duration with possible extension and starting from February 2022.

Responsibilities

- Provide support in interpretation/translation from Vietnamese to English and vice versa;
- Develop videos and infographics, edit pictures for communication/awareness raising activities;
- Contribute to build and maintain project visibilities through social medias;
- Provide support in taking minutes both in Vietnamese and English;
- Provide support in monitoring and evaluation, including data collection, data entry;
- Provide logistic supports for project workshop/events when necessary;
- Support other tasks as assigned.

Qualifications

- Bachelor or similar degree (applicants that are waiting for bachelor degree are acceptable)
- Ability to work effectively within a team or individual with positive attitude
- Good written, verbal communication and interpersonal skills in English
- Proficient in Microsoft Office (Word, Excel, PowerPoint and Publisher), good knowledge of Google tools (Calendars, Docs, Sheets, Slides, Forms...), familiarity with picture and video editing software.
- Knowledge of Disaster risk reduction is preferred but not required.

How to apply

Applicants should send their resume and motivation letter (that clearly define their expectations) to email amcrossvn@amcross.org.vn with title: **Application to Program Support at American Red Cross_name**

Deadlines for submission:

Interest candidates are encouraged to submit the application no later than **December 31, 2021**.

The American Red Cross is an Equal Opportunity/Affirmative Action Employer.