



## Career Opportunity

STREETS is a social enterprise initiative for street kids, out-of-school and other disadvantaged youth. The comprehensive STREETS program and Restaurant Café started in Hoi An, Vietnam in 2009, providing a future of dignity through vocational hospitality and culinary training. For more background information, please visit our website: [www.streetsinternational.org](http://www.streetsinternational.org).

Our success in Hoi An now provides the opportunity for the planned expansion to HCMC with an outstanding career opportunity for the following full time position:

### Administrative Program Coordinator

#### Job Responsibilities

- Coordinate all daily activities required for the opening of the STREETS program in HCMC working directly with and for the STREETS Chairperson
- Manage, initiate, organize and complete all administrative tasks and duties as needed or assigned, including recruiting and hiring of new employees
- Schedule and participate in internal and external meetings, maintain detailed meeting minutes and follow-up on assignments
- Accurately translate during meetings as well as for written documents
- Maintain organized and accurate filing system for all paper and electronic documents
- Conduct all activities with professional and mature demeanor, dress and attitude

#### Qualifications

- College Degree (preference given for international study experience)
- Minimum 5 years professional work experience with no more than 3 employers, must have international or English language organization experience
- Demonstrated professional organizational skills with attention to detail
- Advanced proficiency in Microsoft Office -- including PowerPoint and Excel -- and preference also for basic graphics design in Adobe or Corel, etc. (all will be tested in interview process)
- Excellent written, spoken and English translation (will be tested in interview process)
- Flexible and adaptable to dynamic and challenging start-up environment

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#### Requirements

- Flexible work schedule, including some travel, evening and holiday as needed
- Vietnamese Citizen preferred
- 100% Non-smokers only

#### Salary & Application

- Very competitive salaries with extraordinary opportunities for promotion and growth within STREETS International
- Interested candidates should send cover letter and curriculum vitae **in English** to: [HCMC@streetsinternational.org](mailto:HCMC@streetsinternational.org)
- **Must note on application any prior employment applications to STREETS**
- Application closing date: January 15<sup>th</sup>, 2016
- **Only those selected for interviews will be contacted**