



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.

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:

Program Coordinator

Job Responsibilities

- Coordinate program participants' support including daily activity, health, housing, and life skills program
- Complete administrative and organization projects as assigned
- Assist with recruitment, screening and intake process
- Provide regular interface with program participants, and maintain paper and electronic files
- Coordinate job placement and career support functions
- Work with other educational, hospitality, community service organizations and NGOs
- Conduct all activities with professional and mature demeanor, dress and attitude

Qualifications

- College Degree (preference given for international study experience)
- Minimum 2 years work experience in hospitality, business, NGO, or related social enterprise initiatives
- Must have demonstrated professional organizational skills
- Professional or personal background with disadvantaged, vulnerable youth
- Advanced proficiency in Microsoft Office (will be tested in interview process)
- Excellent written, spoken and English translation (will be tested in interview process)

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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
- **Must note on application any prior employment applications to STREETS**
- Application closing date: January 15th, 2016
- **Only those selected for interviews will be contacted**