



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 with strong support from the HCMC community now provides an outstanding career opportunity with our planned HCMC Development Office for a full time professional position.

Program Manager

Job Responsibilities

- Manage the opening and operations of the STREETS HCMC Development Office
- Conduct recruitment and intake screening process for program participants from HCMC and the southern region including other border Southeast Asia countries to attend the Hoi An program
- Coordinate HCMC job placement and career support functions for STREETS graduates
- Work closely with HCMC corporate and hospitality sponsors, community service organizations and NGOs
- Direct, initiate and accurately complete all administrative duties and responsibilities, including documents, filings and meetings
- Conduct all activities with professional and mature demeanor, dress and attitude

Qualifications

- Excellent written, spoken and English translation (will be tested in interview process)
- University 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
- Advanced proficiency in Microsoft Office, including PowerPoint and Excel (will be tested in interview process)
- Excellent written, spoken and English translation skills (will be tested in interview process)
- Demonstrated professional organizational skills with attention to detail

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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: March 15, 2019
- **Only those selected for interviews will be contacted**