



WORLD UNIVERSITY SERVICE OF CANADA

Position Description

Position title: National Volunteer- Communication Officer

Position location: Hanoi Vietnam

Contract term: 1 year

Start Date: Apr 2019

World University Service of Canada (WUSC) is a Canadian non-profit organization that works to create opportunities for education, employment and empowerment for underprivileged youth and women worldwide. WUSC is currently managing the Uniterra Program in Vietnam, funded by the Global Affairs of Canada (GAC). Uniterra is a volunteer cooperation and international development program that strengthens organizations and networks by pooling expertise and knowledge and contributes to improving the socio-economic conditions of local communities in 14 countries in Africa, Latin America, the Caribbean and Asia.

WUSC wishes to recruit a national volunteer – a Communication officer to support its partner Tourism Advisory Board (TAB) in communication activities.

Role and Responsibilities:

Reporting to WUSC Vietnam Country Coordinator and the appointed manager at TAB, the Communication Officer shall cover the following roles:

- Collaborate with managing editor to publish new stories, events, promos, and press releases.
- Perform optimisations for the site on SEO, backlinks, and speed
- Support editorial team with creation of ads, social media posts and campaigns
- Write reports required by TAB and the Uniterra program.
- Support other com work as required by WUSC/Uniterra Vietnam

Qualifications/Skills:

- Degree in communications, journalism, digital marketing or related field
- Minimum 2 years experience in online publishing, copywriting, or digital marketing
- Content creation skills such as writing, photo editing, graphic design, or illustration are preferred
- Good attention to detail

- Ability to work independently and collaboratively in cross-cultural environments
- Strong written and oral communication skills in English and Vietnamese.

UNITERRA Volunteer Benefits:

- A monthly allowance (currently at CAD1050 gross per month)
- Health insurance cost of up to CAD80 per month
- Leave entitlement of 20 days per year

WUSC is an equal opportunity employer. Only shortlisted candidates will be contacted. If you wish to apply for this position, please send your CVs with a covering letter to uyen@wusc.vn before 5:00 pm March 15th, 2019.