



JOB DESCRIPTION

Position	Intern – Administration and translation
Team	Operations
Status	Part time with flexible hours
Location	Main office, Hanoi
Last updated	February 2019

Job Purpose

To provide administrative assistance and translation assistance for the Operations & Communications and Fundraising teams to ensure they can provide the support and raise the funds required for Blue Dragon to continue to deliver exceptional services to children in crisis.

Job Context

Blue Dragon Children's Foundation is a grassroots charity serving children in crisis throughout Vietnam. We believe that every child deserves the best care we can offer. Blue Dragon kids are street kids, children with disabilities, and children who have been trafficked. We rescue kids from danger and slavery, reunite them with their families when we can, and provide all the services needed for recovery and growth.

The Operations department provides a range of support to Blue Dragon staff to enable them to work effectively. The department is responsible for human resources, facilities management, security, financial management and ensuring full compliance with Blue Dragon International's licensing requirements, and with Vietnamese law.

The Communications and Fundraising Department ensures the success of Blue Dragon's work through fundraising, awareness raising, communications and marketing, and by maintaining our excellent reputation with donors, sponsors and the wider community.

Blue Dragon provides equal employment opportunities for open positions to all qualified persons without discrimination or harassment. Blue Dragon will make reasonable job accommodation for persons with disabilities who can perform the essential functions of the position for which they are qualified and selected.

Key Objectives (5-6 main objectives that this position is expected to achieve)

- To uphold Blue Dragon's mission and values

- To provide administrative support for Operations and Communications and Fundraising teams as required
- To ensure quality translation of internal Blue Dragon documents (Vietnamese – English and vice versa) as required

Main responsibilities

The specific position responsibilities will be negotiated with the incumbent and other members of the team, but are expected to include:

- Translation of internal documents such as guidelines, job descriptions, reports, etc.
- Data entry of monitoring information (e.g. training evaluation surveys)
- Assisting at events where Blue Dragon has a presence
- Providing administrative support to the Communications and Fundraising team, including stock management, preparation for fundraising events and activities, assisting with delivery of gifts, donation boxes, etc.
- Collaborate across Blue Dragon and within an interdisciplinary team.

Support

The intern will be supervised by the Operations Manager and is supported by Program Development Leader, Resources and Partnership Leader, and the Communications and Fundraising Manager

The Program leader works collaboratively with all of Blue Dragon and external partners.

Key selection criteria

Essential

- Good English and Vietnamese language skills
- Demonstrated commitment to Blue Dragon values
- Passion to learn and develop
- Good computer skills: Microsoft Word, Excel, emails and internet

Desirable but not essential

- Experience in administrative work and data entry
- Experience in translation