



# JOB DESCRIPTION

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## Action on Poverty in Vietnam

### Digital Design and Communications Intern

**Effective date:** June 2019  
**Duration:** 06 months (extendable), full-time  
**Location:** Hanoi office with possible travels to project areas  
**Reports to:** Communications, Marketing and Fundraising Assistant

#### 1. Work Context

Action on Poverty (AOP), previously known as the Australian Foundation for the Peoples of Asia and the Pacific (AFAP), is an independent, secular, fully-accredited Australian non-profit organisation. AOP empowers local changemakers to break the cycle of entrenched poverty in some of the poorest communities in Africa, Asia and the Pacific. From teaching an Ethiopian family to grow their own food to sending Cambodian girls to school, we target communities with their own vision for change, and help them make the largest impact possible.

We have worked in Vietnam since 1989 and proudly registered as the first Australian NGO in the country in 1996. Our programs focus on health improvement, income generation, good governance, social monitoring, food security and climate resilience enhancement. By partnering with a broad range of stakeholders, including governmental authorities, CSOs and local communities, AOP has supported thousands of vulnerable and disadvantaged people living across 20 provinces in Vietnam.

#### 2. Summary

The purpose of this internship is to provide digital design and communications support to AOP in Vietnam in order to maximise its efficiency and effectiveness in fulfilling its organisational and programmatic communications, marketing and fundraising objectives. By working within assigned tasks, the intern will gain in-depth exposure to development sector work (including opportunities to engage in fieldwork and engage in partnership building) and will benefit from direct experience in program cycle management and implementation.

The intern will work closely with the Communications Team of AOP in Vietnam and provide support in digital design, communications products development, website and social media management, partnership and fundraising, logistical support to programs and projects, translation and interpretation, and other support.

The internship is unpaid. A monthly internship allowance of VND 3,500,000 will be provided.

### 3. Authority

N/A

### 4. Key Work Relationships

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Internal	External
<ul style="list-style-type: none"><li>▪ Communications Team</li><li>▪ Other staff of AOP in Vietnam</li></ul>	<ul style="list-style-type: none"><li>▪ Service providers and contractors</li><li>▪ Other partners and stakeholders of AOP</li></ul>

### 5. Main Areas of Responsibility

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Key Responsibilities	Specific Tasks
<b>1. Support digital design and marketing</b>	<ul style="list-style-type: none"><li>▪ Prepare and edit graphic and audio-visual products for print and screen, including but not limited to:<ul style="list-style-type: none"><li>○ Flyers, brochures, newsletters,</li><li>○ Backdrops and standees,</li><li>○ Videos and animations,</li><li>○ Reports and publications,</li><li>○ Other printed materials;</li></ul></li><li>▪ Assist the management of the organisation's online and social media presence;</li><li>▪ Support to ensure printed and digital communications materials adhere to AOP's values and brand guidelines.</li></ul>
<b>2. Support program communications</b>	<ul style="list-style-type: none"><li>▪ Prepare, proofread, and format proposals, reports, publications, and other communications materials;</li><li>▪ Provide English/Vietnamese translation and interpretation as required;</li><li>▪ Conduct research including desk reviews, data collection, and preliminary analysis as required;</li><li>▪ Actively participate in internal and external meetings, i.e. by taking minutes, or preparing and delivering presentations;</li><li>▪ Perform logistical arrangements for workshops and field trips.</li></ul>
<b>3. Support fundraising</b>	<ul style="list-style-type: none"><li>▪ Support in identifying and developing summaries of potential partnerships and funding opportunities for review;</li><li>▪ Support concept note and proposal development.</li></ul>

**4. Demonstrate commitment to improving self-capacity for INGO work**

- Actively seek and undertake opportunities to improve work knowledge of thematic areas of climate change, sustainable livelihood models, and governance;
- Actively seek and undertake opportunities to improve capabilities in the use of professional English (written and spoken).

**5. Others**

- Other tasks as deemed necessary and appropriate.

## 6. Required Qualifications

**Education**

- University Degree and/or equivalent professional qualification, preferably in digital design, communications, journalism, and/or marketing.

**Work experience**

- At least 6 months of relevant experience in digital design and communications work is preferable;
- Experience in the not-for-profit sector is preferable.

**Technical knowledge and skills**

- Proficient use of digital design and office software:
  - Graphic design software (e.g. InDesign, Photoshop, Illustrator),
  - Video editing and animation creating software (e.g. Premiere, After Effects, Proshow Producer),
  - Office software (e.g. Outlook, Word, Excel, PowerPoint) and the internet;
- Proficiency in photography and filming is preferable;
- Website and social media management skills are preferable;
- Storytelling and content writing skills are preferable;
- Good communication skills in Vietnamese and English, both spoken and written;
- Familiarity with AOP's thematic areas of work is an asset.

**Languages**

- Fluent in English and Vietnamese, both spoken and written.

**Attitude**

- Detail-oriented
- Diligent, proactive and independent
- Friendly and supportive

**Adherence to**

- Poverty and injustice eradication
- Gender equality
- Child protection