



Position Description
Program Coordinator – HT Awareness Outreach
September 2018

The Program Coordinator will report directly into the Deputy Directors of Programs. This position is a contract position to end in January 2020, with the option for renewal pending funding availability. This position is a **local** (not expat), **contract** position. The position can be based in either Vinh, Nghe An or Long Xuyen, An Giang.

Deadline to apply: October 31, 2018

Key Responsibilities

- Team member for the operations of Pacific Links Foundation's Outreach programs in Northern provinces to achieve goals, objectives and targets while staying within budget
- Responsible for organizing awareness-raising workshops, negotiating with factories/ consultants/ counterparts, budgeting and reporting
- Coordinate to deliver and improve curricula of human trafficking awareness for multiple target populations
- Responsible for developing vocational training and job placement programs
- Conduct workshops/ activities to raise human trafficking awareness in factories, communities, schools, etc.
- Liaise with counterparts to communicate program requirements and collect reports. Up to 35% of travel; work will involve evenings and weekends.
- Oversee documentation of program implementation, preparation and submission of periodic and final reports
- Be an integral part of the fundraising and advocacy team

Qualifications

- Minimum of 4 years of grassroots or nonprofit/NGO experience; prior experience on advocacy, empowerment and capacity building activities preferred
- Proven experience in working in remote areas and ability to undertake frequent, tough travel conditions; willingness to work the hours necessary to get the job done including weekends and holidays
- Strong coordination, facilitation and organizational skills
- Excellent oral and written communication skills; ethical and accountable
- Good data management skills including MS Office suites, Access, Excel; willingness to learn new technological tools
- Ability to establish and maintain effective relationships with local counterparts
- Ability to work and prosper in team environment
- Fluent in Vietnamese is a must
- Fluency in English desired; if not, applicant must have strong English skills and ability and commitment to increase English fluency
- Ability to travel frequently and to endure tough travel conditions within the region for field work and to promote PALS
- Women are encouraged to apply

Benefits & Compensation

- Compensation commensurate with experience
- Support to attend training programs as part of staff development

About Pacific Links Foundation

Pacific Links Foundation (PALS or in Vietnamese, *Vòng Tay Thái Bình*) is a US-based 501(c)(3) public charity whose mission is to support the sustainable development of Vietnamese communities and the enrichment of their

cultural heritage. PALS launched counter human trafficking programs in 2005 in the remote border regions of Vietnam. PALS' counter-trafficking work is school-based, factory-based, and community-based, and accomplished with the support from local and international partners and funders/donors. We are a hard working team with all team members as donors to our organization. PALS offers tremendous opportunities to learn, grow and lead for our team members. www.pacificlinks.org

Please send your resume and cover letter describing your qualifications and fit with position to jobs@pacificlinks.org

Subject/Title of email should include: **Program Coordinator Position - Outreach**