Position Description
Technical Coordinator – Learning Management System
September 2018

The LMS Technical Coordinator will lead the management and administration of Pacific Links Foundation (PALS)'s Learning Management System on the Moodle platform. The LMS Technical Coordinator will report directly into the Deputy Director of Programs. This position is a contract position to end in December 2020, with the option for renewal pending funding availability. This position is a **local** (not expat), **contract** position. The position will be based in Long Xuyen, An Giang.

Deadline to apply: October 31, 2018

Key Responsibilities

- Support the roll out of Pacific Links Foundation's online courses to be delivered through this Moodle platform
- Manage the creation of users, setting up access for students and teachers in the system
- Moderate the discussion forums, as well as adding and editing course contents in Moodle
- Provide training to students and other Pacific Links Foundation staff members on how to use the system
- Participate in curriculum design and develop training materials
- Assist with basic application software and hardware support
- Assist with scheduling, preparing for and participating in quality assurance checks on training materials that have been developed
- Work with training developers, program subject matter experts, technical support and others to assure training materials are effective
- Be an integral part of the online communications team

Qualifications

- Familiar with using a variety of web based applications and sites, such as YouTube, Google, Google Translate, Khan Academy, and Duolingo
- Have strong understanding of internet concepts and web technology
- Ability to undertake frequent, tough travel to remote areas; willingness to work the hours necessary to get the job done to provide timely support to the team, including weekends and holidays
- Strong coordination, facilitation and organizational skills
- Proven ability to learn new concepts and applications quickly
- Experience in Learning Management System (LMS) technology such as Moodle, XML, HTML
- Experience in using MS Office Suite (e.g., MS Word, MS Excel, MS PowerPoint)
- Experience in computer-based training instructional design, with learning program design systems
- Excellent oral and written communication skills; ethical and accountable
- Ability to work and prosper in a team environment
- Fluent in Vietnamese; fluency in English desired; if not, applicant must have strong English skills (IELTS 6.0 equivalent) and ability and commitment to increase English fluency
- Women are encouraged to apply

Benefits & Compensation
- Compensation is commensurate with experience
- Support to attend training programs as part of staff development
- Accommodations in Long Xuyen, An Giang

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

PALS reserves the right to perform a criminal background check on current or prospective employees with the purpose of upholding the Child Protection and Vulnerable Adult Protection Policies.

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

Subject/Title of email MUST include: **Technical Coordinator – Learning Management System**