



Position Description
Project Coordinator
September 2018

The Project Coordinator will report directly to the Programs Deputy Director. This position is a **local** (not expat), **contract** position to end in January 2020, with the option for renewal pending funding availability. This position is to be based in Long Xuyen, An Giang.

Deadline to apply: October 15, 2018

Key Responsibilities

- Responsible for the implementation of programs to achieve goals, objectives and targets and within budget
- Work with the project team and stakeholders to assist with project scope, goals, deliverables, resources, and timing
- Make detailed project plans, including objectives, tasks, work structures, timelines, resources, and project risks
- Maintain calendars and budget spending updates
- Coordinate and facilitate project team meetings and proactively lead teams to accomplish project goals
- Liaise and negotiate with local counterparts and contractors to communicate program and budget requirements and collect reports
- Travel to project sites with up to 50% of travel; work will involve evenings and weekends
- Compile documentation of program implementation, preparation and submission of periodic and final reports

Qualifications

- Minimum of 5 years of grassroots or nonprofit/NGO experience and prior experience on advocacy, empowerment and capacity building activities, skills and project management 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
- Ability to establish and maintain effective relationships with local counterparts
- Excellent analytical and research abilities
- Excellent oral and written communication skills
- Excellent data management skills including MS Office, data analysis tool web apps
- Fluent in English and Vietnamese
- Ability to work and prosper in team environment
- Ethical and accountable
- Bachelor degree required, Masters preferred
- Women are encouraged to apply

Benefits & Compensation

- Compensation will be commensurate with experience
- Support to attend training programs as part of staff development
- Accommodations in Long Xuyen

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 trafficking programs in 2005 in the remote border regions of Vietnam. To date, we have helped more than 2,000 impoverished young women and girls pursue an education, gain a trade, and obtain jobs; provided more than 8,000 scholarships; and reached more than 40,000 youths and their families to bolster community awareness about human trafficking. PALS' counter-trafficking work is school-based, factory-based, and community-based, and accomplished with the support from international partners and funders/donors. We are a hard working team and all team members are donors of and tremendous advocates for our organization. PALS offers tremendous opportunities to learn, grow and lead for our team members. More info about Pacific Links Foundation at www.pacificlinks.org

One of our efforts focuses on empowerment of women migrant workers with knowledge, education and tools to make informed choices and to prevent risk to human trafficking and forced labor.

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

Subject/Title of email should include: **“Project Coordinator Position”**