



## **JOB TITLE: PROGRAM ASSISTANT – EDU PROGRAM**

**Organization:** Children of Vietnam

**Location:** Vietnam Office | 60 Nai Nam St., Hoa Cuong Bac Ward, Hai Chau District, Da Nang City

**Position Type:** Full-time

**Reports to:** Program Officer

### **About Children of Vietnam**

Children of Vietnam (COV) is a 501(c)(3) charity organization, licensed as an international non-governmental organization in Vietnam and the US.

Children of Vietnam was established in 1998 to end child poverty. We accomplished this by providing wraparound services that focus on one child, one family, and one community at a time.

Our vision is a Vietnam in which all children flourish, reach their full potential, and contribute positively to society.

### **Position Overview:**

A Program Assistant - EDU Program is vital in supporting planning, implementing, and overseeing the program activities for Bright Scholars, Study Steps Tutoring, and Single Funding (EDU). This position involves working closely with program managers, program coordinators, program officers, community partners, and stakeholders to ensure the successful implementation of initiatives aligned with COV's mission.

### **Key Responsibilities:**

#### **1. Program Support:**

- Assist in the planning, implementation, and evaluation of programs.
- Coordinate program-related activities and events.

#### **2. Stakeholder Engagement:**

- Engage with local communities to foster positive relationships.
- Assist in in-depth community needs assessments to inform program development.

#### **3. Logistical Support:**

- Assist with logistical support for program events, workshops, and activities.
- Assist in coordinating travel arrangements for program teams.

#### **4. Resource Management:**

- Assist in maintaining accurate program data and documentation.
- Support the collection and analysis of program-related information.

#### **5. Administrative Tasks:**

- Assist with administrative tasks related to program activities, including scheduling and record-keeping.

#### **USA Headquarters**

PO Box 18039  
Greensboro, NC 27419  
Tel: 336.235.0981

[www.childrenofvietnam.org](http://www.childrenofvietnam.org)

[info@childrenofvietnam.org](mailto:info@childrenofvietnam.org)

#### **Vietnam Office**

60 Nai Nam Street, Hoa Cuong Bac Ward,  
Hai Chau District, Danang City, Vietnam  
Tel: 0236.3634337



- Assist communication channels and respond to inquiries.

## **6. Monitoring and Evaluation:**

- Assist in the monitoring and evaluation framework of programs.
- Assist in reviewing program data

## **7. Reporting:**

- Assist in the preparation of program reports and updates.
- Assist team members in compiling data and insights for comprehensive reports.

## **Qualifications and Requirements:**

- Bachelor's degree in relevant fields (e.g., Education, International Development, Social Sciences, Social Work).
- Knowledge of child- and youth-focused development initiatives is a plus.
- Knowledge and experience working with students and youth (secondary school, university level, or young adults) is strongly preferred.
- Understanding of education, labor market, mentorship, counselling, and community development is a plus.
- Willingness to work collaboratively in a cross-cultural environment, and willingness and ability to work flexibly, including attending early morning and evening events.
- Proficiency in Microsoft Office Suite.
- Strong communication and interpersonal skills.
- Ability to communicate in English.
- Ability to demonstrate organizational and multitasking skills.
- Commitment to the mission and values of Children of Vietnam.

## **How to Apply:**

- Interested candidates should submit the resume, cover letter, and salary expectations to [info@childrenofvietnam.org](mailto:info@childrenofvietnam.org). Please include "Program Assistant - EDU Program Application" in the subject line. The deadline for applications is June 8, 2025.
- Children of Vietnam is an equal-opportunity employer and encourages candidates of all backgrounds to apply. We thank all applicants for their interest, but only those selected for an interview will be contacted.

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