**PROGRAM COORDINATOR**

***Approved on November 18, 2024; last reviewed on June 17, 2025.***

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| **Job Title** | : | Program Coordinator |
| **Department** | : | Can-Clover Program and Clean Water Program |
| **Report to** | : | Director of the National Children's Cancer Initiative and Senior Program Director for Environmental Programs and Government Compliance. |
| **Location** | : | Ho Chi Minh City, Vietnam, **with frequent travel to rural provinces (≈30%)** |
| **Industry** | : | * Non-profit Organizations |
| **Employment Type** | : | Full-time |
| **Start Date** | : | As soon as possible |

**In General:**

The VinaCapital Foundation (VCF) is a non-profit organization committed to improving health and education for underserved children and women in Vietnam. We are an equal opportunity employer and strongly encourage applications from individuals from all diverse backgrounds.

* The Can-Clover program provides support to impoverished children with cancer and their families all over Vietnam. Can-Clover is designed to provide comprehensive support to pediatric cancer patients by providing financial support for treatment, capacity building, and awareness raising.
* The Clean Water is a program to reduce waterborne disease or typhoid, release mothers from home healthcare, enhance education outcomes, improve public health, and contribute to the national effort that is designed to provide improved water and sanitation to rural communities.

*We seek a dedicated and passionate Program Coordinator to support our children’s cancer and clean water programs.*

**GENERAL RESPONSIBILITY**:

The Program Coordinator’s role is to support the Program Directors of two critical initiatives: the **Can-Clover Program** and the **Clean Water Program**. This role ensures that both programs meet their objectives effectively by participating in all program steps, including but not limited to proposal preparation, event coordination, logistics management, and maintaining accurate data and reports. In addition, the Program Coordinator will also be involved in all fundraising activities/events related to both programs. The ideal candidate will be passionate about improving the lives of children with cancer and enhancing access to clean water in underserved communities.

**KEY RESPONSIBILITIES:**

1. Assist in planning and executing program activities/events, fundraising events to support both programs.
2. Support in sourcing vendors and purchasing processes for the events.
3. Collaborate with cross-functional teams in program activities/events implementation, ensuring program timelines, goals, and budgets are met.
4. Provide administrative support, including paperwork, program reports, data entry, and maintaining program records.
5. Collect data, write reports, and prepare presentations for internal and external stakeholders.
6. Data collection to monitor water quality, access levels, and program impact through surveys and testing.
7. Prepare regular progress and financial reports for programs, stakeholders, and funders.
8. Other tasks are assigned by Program Directors.

**REQUIREMENTS**

* Bachelor’s degree in Social Work, Sociology, Public Health, Psychology or a related field.
* Compassionate and empathetic with a genuine interest in helping children with cancer and enhancing access to clean water in underserved communities.
* Eagerness to learn and adapt in a fast-paced environment.
* Strong organizational and multitasking abilities.
* Ability to work collaboratively across diverse teams.
* Good written and verbal communication skills in Vietnamese and English.

**Compensation and Benefits:**

* **Competitive Salary**: Based on experience, responsibility, and qualifications.
* **Comprehensive Health Insurance**: Compulsory social insurance and additional premium health care insurance
* Along with other organizational benefits, tailored to support employees.
* **Professional Growth Opportunities**: Access to development programs, training, and career advancement opportunities.

**HOW TO APPLY**

Candidates are required to submit their *Curriculum Vitae and scanned copies of relevant certificates or degrees* to thao.nong@vinacapitalfoundation.org with the title [**3C**] – Full name (Vietnamese, if any). Applications will be reviewed on a rolling basis; early submissions are encouraged.

* **Application Deadline: July 7, 2024**.
* Organization: The VinaCapital Foundation (VCF)
* Email: thao.nong@vinacapitalfoundation.org; Nong-Thao (he/him);
* Our address: 14E21 Thao Dien Street, Thao Dien Ward, Thu Duc City, Ho Chi Minh City;
* Working hours: Monday to Friday, 8:30 AM - 5:30 PM.

*Note: We deeply appreciate the interest and effort of every applicant who has taken the time to apply and support our mission. Due to the large number of applications, we regret that we are unable to provide individual feedback to each applicant. Only those shortlisted will be contacted for interviews or additional assessments. If you do not hear from us by July 17, 2025, please consider that your application was not successful this time. We warmly thank you for your dedication and encourage you to stay connected and apply for future opportunities that match your skills and passion. Your commitment means a lot to us and the communities we serve, and we believe there is vast potential for cooperation if you remain interested in sustainable development and our work.*