



## **JOB TITLE: EDUCATION PROGRAM COORDINATOR**

**Organization:** Children of Vietnam

**Location:** Vietnam Office | 60 Nai Nam St., Hoa Cuong Ward, Danang City

**Position Type:** Full-time

**Reports to:** Executive Director, Country Director, US Program Coordinator

### **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:**

The Education Program Coordinator will support the delivery and day-to-day operations of COV's education initiatives, including university scholarships (Bright Scholars), academic support for middle and high school students (Study Steps), and career readiness activities (Future Career Development Center). This position focuses on student engagement, program coordination, and collaboration with schools and community partners.

### **Responsibilities:**

#### **1. Program Coordination:**

- Coordinate the implementation of education programs focused on student growth and success.
- Build and maintain positive relationships with students, families, schools, local partners, service providers, and experts/trainers to ensure smooth program delivery.
- Manage youth activities, learning opportunities, and community engagement events.

#### **2. Community Liaison & Capacity Building**

- Work closely with schools, local authorities, and community partners to strengthen local ownership and engagement in education initiatives.
- Provide basic guidance and support to partners to improve the delivery of services to students and families.
- Promote active participation among parents, school staff, and community groups to sustain program results.

#### **3. Cross-Program Collaboration**

- Coordinate with other COV teams (e.g., school improvement, water and sanitation, disability support, family economic empowerment) to ensure services complement each other.
- Identify opportunities where integrated support can enhance student well-being and learning outcomes.

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#### **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 Ward,  
Danang City, Vietnam  
Tel: 0236.3634337



- Contribute to shared planning as COV expands its impact in communities.

#### **4. Monitoring & Learning**

- Collect essential information on student progress and program activities.
- Share observations and feedback to help improve program quality and future planning.
- Support a culture of learning, innovation, and continuous improvement within the organization.

#### **5. Communication & Reporting**

- Maintain clear and accurate documentation of program activities.
- Assist with preparing short updates, success stories, and visuals for internal, partner, and donor communications.

#### **Qualifications:**

- Master's degree in Education, Social Work, Community Development, or related field.
- Experience working with students, youth development, or community programs is preferred.
- Strong interpersonal and communication skills with diverse stakeholders.
- Organized, responsible, and capable of balancing field and office work.
- Ability to travel to communities within the program areas.
- Vietnamese national; basic English skills are an advantage.
- Commitment to COV's mission, values, and child safeguarding principles.

#### **How to Apply:**

- Interested candidates should submit the resume, cover letter, and salary expectations to [info@childrenofvietnam.org](mailto:info@childrenofvietnam.org). Please include "Education Program Coordinator Application" in the subject line. The deadline for applications is January 4, 2026.
- 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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