



Position Description
Program Coordinator – Youth HT Awareness
October 2016

The Program Coordinator will report directly into Operations Senior Manager. This position is a contract position to end in December 2017, with the option for renewal pending funding availability.

This position is a **local** (not expat), **contract** position to end in December 2017 and to be initially based in Hanoi or Lao Cai.

Key Responsibilities

- Team member for the operations of PALS' HT awareness programs in Northern provinces to achieve goals, objectives and targets and within budget
- Responsible for organizing awareness-raising workshops, negotiating with factories, consultants and counterparts, budgeting and reporting
- Coordinate to deliver curricula of HT awareness for multiple target populations
- Responsible for developing vocational training and job placement programs
- Conduct workshops/activities to raise HT awareness in factories, communities, schools, etc.
- Liaise with counterparts to communicate program requirements and collect reports. Up to 30% of travel; work will involve evenings and weekends.
- Oversee documentation of program implementation, preparation and submission of periodic and final reports
- Be an integral part of the fundraising and advocacy team

Qualifications

- Minimum of 6 years of grassroots or nonprofit/NGO experience; prior experience on advocacy, empowerment and capacity building activities 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
- Excellent oral and written communication skills; ethical and accountable
- Good data management skills including MS Office suites, Access, Excel; willingness to learn new technological tools
- Ability to establish and maintain effective relationships with local counterparts
- Ability to work and prosper in team environment
- Fluent in Vietnamese; fluency in English desired; if not, applicant must have strong English skills and ability and commitment to increase English fluency
- Ability to travel frequently and to endure tough travel conditions within the region for field work and to promote PALS
- Priority will be given to residents of Northern provinces.
- Women are encouraged to apply

About Pacific Links Foundation

Pacific Links Foundation (PALS or in Vietnamese, *Vòng Tay Thái Bình*) is a 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 7,500 scholarships; and reached more than 30,000 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.

Our team believes that women empowerment is a solid solution to end human trafficking. We are a hard working team and all team members are donors of and tremendous advocates for our organization. PALS is a volunteer-based organization with a working board of directors. We offer tremendous opportunities to learn, grow and lead for our team members. More info about Pacific Links Foundation at www.pacificlinks.org

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

Subject/Title of email should include: "HT Awareness Program Coordinator – Northern Provinces Position"