



Position Description Program Coordinator – Reintegration

February 2017

The Program Coordinator will report directly into Operations Senior Manager. This position is a **local, contract** position to end in December 2018, with the option for renewal pending funding availability. This position is to be based in Long Xuyen, An Giang or a Central or Northern province where PALS operates.

Deadline to apply: March 15, 2017

Key Responsibilities

- Team member for the operations of PALS' Reintegration program to achieve program goals, objectives and targets and within budget
- Responsible for the operations of our Compassion Houses (CH) and Community reintegration activities
- Work directly with survivors and families
- Responsible for developing CH new activities and coordinate with volunteers for delivery of program
- Liaise with counterparts to communicate program requirements and collect reports.
- Travel to all provinces where PALS has reintegration program activities; up to 30% of travel; work will involve evenings and weekends.
- Compile 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 4 years of grassroots or nonprofit/NGO experience
- Prior experience with case management, crisis intervention, making referrals
- 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
- Ability to travel out of country
- Strong coordination, facilitation and organizational skills
- Ability to establish and maintain effective relationships with local counterparts
- Commitment to foster women's rights and familiarity with women empowerment solutions
- Fluent in Vietnamese; fluency in English desired, if not, applicant must have strong English skills and ability and demonstrated commitment to increase English fluency
- Good data management skills including MS Office suites, Access, Excel; willingness to learn new technological tools
- Excellent oral and written communication skills; ethical and accountable
- Ability to work and prosper in team environment
- Bachelor degree required in Social Work or related fields
- Women are encouraged to apply

Benefits & Compensation

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

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 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.

Our team believes that women empowerment is an integral 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: "Reintegration Program Coordinator Position"