Program Coordinator

About ENV

Education for Nature-Vietnam (ENV) was established in 2000 as Vietnam’s first non-governmental organization focused on conservation of nature and the environment. Our mission is to foster greater understanding amongst the Vietnamese public about environmental issues of local, national and global significance, ranging from protection of wildlife and natural ecosystems to climate change. We employ creative and innovative strategies to influence attitudes and behavior, not only highlighting the need to protect Vietnam’s rich natural heritage and the living world around us, but also encouraging greater public participation in achieving this important and challenging task.

For more details about us, please visit our websites:
English language: www.envietnam.org
Saving Vietnam’s Wildlife: http://www.savingvietnamswildlife.org/
Vietnamese language: www.thiennhien.org

Position available

ENV is looking for a qualified candidate for the position of Program Coordinator

Descriptions of the job

- Develop and manage public awareness campaigns; organize meetings, workshops, surveys and other public events
- Research policy and legislative documents relating to wildlife management and protection
- Work closely with authorities and decision makers to provide recommendations of law enforcement on wildlife protection
- Coordinate activities/campaigns in support of the program
- Work in close cooperation with other ENV’s departments
- Other tasks required by Management Team.

Requirements

- University degree
- Strong writing skills
- Excellent English and Vietnamese (both verbal and written)
- Excellent communications skills, confident, ability to work closely with others
- Strong organization, management and coordination skills
- Must be able to work independently with limited supervision
- Ability to liaise with government counterparts, police, and customs at the management level
- Experiences on high-responsibility positions preferred

Benefits and terms

- Attractive salary
- Long-term contract will be provided following evaluation period
- Opportunity to learn new skills and knowledge
- Mixed English-speaking environment
Opportunity to work closely with international and national experts
Friendly and creative working environment, competitive benefits

Applications

Interested candidates are invited to send their application and cover letter to the following address before June 05, 2011 by email or correspondence.

Ms. Nhan Thi Hien
Education for Nature – Vietnam (ENV)
No. 5 Lane 192, Thai Thinh street, Hanoi
Phone: (04) 3514-8850
Email: nhanhien.env@gmail.com

Note
Please note “Application for the Position of Program Coordinator” in the subject for application by email.