know one, teach one

KOTO is a not-for-profit social enterprise that empowers at-risk and disadvantaged youth in Vietnam through its holistic training program.

KOTO stands for **Know One Teach One**. KOTO is a Vietnamese social enterprise specializing in providing at-risk and disadvantaged youth in Vietnam an opportunity to undertake a 24-month holistic hospitality training program. KOTO is based in Hanoi and has supported nearly 2,000 graduates to end the cycle of poverty and truly empower our trainees to realize their dreams.

Vision Statement

We aspire for an all-inclusive world in which no one is left behind, where every individual from all backgrounds thrives and inspires through lasting life-changing journey and empowerment.

Mission Statement

As the first social enterprise in Vietnam, KOTO remains committed to enable the economically disadvantaged & vulnerable community by providing both transformative platform and pathways and instill the “once helped, help others” philosophy. We proudly do it with passion, innovation & responsibility.

Value Statement

- **Respect** everyone’s dignity & self-worth
- Act with **professionalism** and lead by example
- Be driven by **passion** and purpose
- **Love** ourselves and KOTO family
- **Innovative** approach in action

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KOTO is a not-for-profit social enterprise that empowers at-risk and disadvantaged youth in Vietnam through its holistic training program.

Position: **Project Coordinator**

Reporting Structure:
This position reports directly to the Development & Impact Manager

Key Working Relations:
Internal: KOTO staff and associates, trainees
External: Service providers, community service partners, donors and sponsors
Work location: Hoang Nhu Tiep Street, Bo De Ward, Hanoi

DESCRIPTION:

The Project Coordinator will be expected to successfully manage and deliver on:

1. **Grants and Awards Applications**

- Maintaining proficient knowledge of organization's history and programs
- Writing, submitting and managing grant and/or award proposals to meet the agreed funding plan.

2. **Grants Management**

- Collaborating with the KOTO Foundation and KOTO Enterprise team to ensure the execution of all funded programs.
- Working closely with the KOTO Foundation team to collect data, make analysis and communicate data with relevant donors for Monitoring and Evaluation (M&E) purposes, if required.
- Identifying and raising any issues related to the funded programs to the partner and working through to mutually agreed solutions.
- Writing, submitting and managing all reports associated with KOTO grants & funded programs in a timely manner.
- Working with the KOTO Finance team on a monthly basis to ensure all grant financial reports are up to date and providing budget variance explanations.
- Maintaining a high level of data management for all KOTO programs.
- Collaborating with the Marketing and Communication Department to ensure all communication activities of the project are up-to-date.

3. **Partnership Development and Management**

- Developing and maintaining the database of the partners, donors and sponsors.
- Assisting in maintaining good relationships with them through thorough communications

and attentive care.

QUALIFICATIONS AND PERSON SPECIFICATIONS

Education

Bachelor degree in Marketing, Business Management, International Development or relevant fields

Experience

- Experience in project implementation and management.
- Experience in proposal writing, report writing, communications and/or fundraising, as evidenced through the provision of writing samples.
- Experience working in nonprofit sectors (NGO/Social Enterprise) is looked upon favorably

Key Skills and Knowledge:

- Excellent writing skills and track record of content creation including various types of reports, project briefs and social media outputs
- Strong Microsoft Excel skills for financial budgeting, reporting and forecasting
- Ability to work with various KOTO departments and in various working environments including KOTO Foundation, KOTO Enterprise and KOTO's Back Office.
- Strong written and communication skills in English and Vietnamese are required.
- Ability to successfully manage a large volume of work, meet multiple deadlines, and respond with flexibility to unanticipated requests.
- Basic videography and photography skills to develop content for various programs is desirable
- Ability to work independently
- Familiarity with Google Workspace (Google Docs, Google Sheets, Google Drive)

Personal attributes:

- Empathetic
- Proactive
- Innovative

Work Hours and Location: Standard work schedule from 8:30 AM to 4:30 PM, Monday through Friday, primarily at the office located on Hoang Nhu Tiep Street, Bo De Ward, Hanoi City. Occasional travel to the Training Center in Phat Tich, Tien Du, Bac Ninh may be required.

How to apply

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KOTO is a not-for-profit social enterprise that empowers at-risk and disadvantaged youth in Vietnam through its holistic training program.

Interested candidates are encouraged to provide their detailed curriculum vitae with letter of application to lien.bui@koto.com.au.

Selection and interviews will be conducted on a rolling basis and candidates are encouraged to apply as soon as possible.