



JOB DESCRIPTION

Job Title:	Communication and Education assistant
Location:	Hanoi with travel to related project sites
Reporting to:	Directly to: Project Coordinators, Director
Period:	Probation: 60 days; possible contract: 2-years
Salary:	Negotiation

BACKGROUND:

Established in Vietnam in January 2009, Live&Learn's mission is to reduce poverty and foster greater understanding and action towards a sustainable future through education, community mobilization and supportive partnerships. Live&Learn is also a member of Live&Learn Environmental Education (www.livelearn.org), with rich working experience in sustainable community development and education in the Asia-Pacific.

Since 2009, Live&Learn has been recognized as an innovative and dynamic organization that delivers:

- **Awareness raising and capacity building:** Building necessary knowledge, skills and values for environment sustainability through participatory learning methods and process (interactive discussion, debates, forums, educational games, action-oriented training courses, etc.).
- **Action:** Facilitating youth-led and community-based actions by fostering ideas and initiatives; providing demonstration projects to showcase good practice and highlighting lesson learnt and providing technical and financial support.
- **Networking and advocacy:** Connecting and engaging different sectors (government authorities, business sector, NGO networks and media) in different development topics. Using innovative tools of information, communication and technologies including social platforms, online and offline forums, to promote good practices to a wider audience and connect different groups.

LiveLearn provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other legally protected status.

JOB SUMMARY:

The position of **Communication and Education assistant** will join Live&Learn's meaningful work in environment sustainability and youth empowerment for children/youths, schools, businesses and communities in Hanoi and other cities in Vietnam. S/he will actively develop and implement communication activities, which includes: (1) Implement/cooperate to implement activities in the communications strategy/plan, (2) support the environment and education team in communication activities, and (3) support and maintain internal and external communications with project collaborators, implementing agencies, service providers and press agencies.

This position is expected to ensure good collaboration and coordination with project team and other partners while ensuring the integrity and effectiveness of project's contribution to achieve the LiveLearn's objectives, mission and vision. It is a role requirement that the job holder must fully comply with, promote and live the following core values of the organization.

KEY RESPONSIBILITY & TASKS

Implement communication plans and activities:

- Run and update the communication strategy, plan and guidelines;
- Collaborate with partners, suppliers and project officers to design and produce Communication materials, publication and merchandises in compliance with the organization/project's branding and marking guidelines;
- Establish and maintain strategic relationship with media networks to ensure the communication message as well as the values and profile of donors and partners credited;
- Manage the project's communication channels, including but not limited to website, social media and online platforms;
- Develop and monitor indicators for effective communication and quarterly report on the communication effectiveness;

Support the environment and education team in communication activities:

- Generate newsletters, press releases and produce media reports;
- Participate in the development and evaluation of feasibility, efficiency and quality of Information Education and Communication (IEC) materials;
- Plan and implement awareness raising campaigns, events, information sharing workshops;
- Support to conduct fundraising activities;
- Manage the development of content, including news, story, photo, knowledge based article/summary for website and social media channels;
- Take lead in dissemination of communication materials to relevant stakeholders;

Support and maintain internal and external communications with project collaborators, implementing agencies, service providers and press agencies.

REQUIREMENTS

The individual must conform to the following qualifications:

- At least a Bachelor's degree in Social Science/Mass communication/Arts or related field
- At least 1 years of relevant working experience in designing and executing communication activities, preferably in development programmes
- Ability to work in a team and sometimes under high pressure with tight deadlines in a dynamic and fast-paced work environment
- Excellent reading/writing skills in English and Vietnamese
- Knowledge of and experience with media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media. Experience with communication/ creative agencies/ vendors will be an added advantage.
- Ability to communicate with people outside the organization, representing the organization to partners, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Ability to create new ideas, relationships, systems, or products, including creative contributions.
- Proficient in use of computer applications related to the tasks.
- Relevant working experiences (environment, education, children/youth development, etc.)
- Experience of working with local NGOs, INGOs and government bodies would be an advantage

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of development at the sole discretion of management.