Event Planning Intern

Location: Ho Chi Minh City (Hybrid)
Department: Events & Community Engagement
Reports to: Executive Director
Duration: 3–6 months | Part-time or Full-time

About the Role:
As the Event Planning Intern at CanCham Vietnam, you will directly contribute to the planning and execution of our diverse calendar of professional, cultural, and social events. From high-level business luncheons to casual networking mixers, you will gain practical, hands-on experience in every stage of event coordination, while helping deliver a strong, valuable experience to our members and partners.

Key Responsibilities:

- Support logistical coordination for events: venue scouting, catering, guest list management, AV setup, and signage
- Assist in creating event briefs, timelines, and checklists
- Help manage registration, email communication, and attendee support
- Participate in on-site event execution, including set-up, greeting guests, and handling live logistics
- Coordinate with vendors, sponsors, and partners pre- and post-event
- Support post-event feedback and reporting

What You'll Gain:

- Real-world event coordination experience
- Opportunity to grow your professional network with leading businesses and the Canadian community in Vietnam
- Skills in project management, time management, and cross-functional teamwork

- Mentorship and career development guidance from a collaborative team

Ideal Candidate:

- Detail-oriented with excellent communication skills
- Strong sense of ownership and follow-through
- Comfortable working in fast-paced settings and managing multiple deadlines
- Proficient in Google Workspace (Docs, Sheets, Slides); Canva is a plus
- Interest in community building, business events, and international relations