



## Education Program Intern

**Unit:** Education Program

**Reports to:** Education Program Officer

**Worksite:** 4F, Crescent Plaza Building, 105 Ton Dat Tien, Tan Phu Ward, District 7, HCMC

**Working time:** 6 months

### ABOUT US

**Lawrence S. Ting Foundation (LSTF)** was established in 2005 as a local non-profit and non-government organization in Vietnam. So far, it has supported about 1.8 million underprivileged people across the whole country. LSTF mainly provides services and support in the education and health sectors to people in need. Find more information from our website: [lstf.org.vn](http://lstf.org.vn)

Our strategic focuses for the next 10 years are to support 670,000 children with disabilities in Vietnam to access quality education as well as to support young generation to cultivate needed life skills to prepare for their future. We, therefore, look for enthusiastic young talents to join our team, especially those who desire to pave their career path with interest in development work. Key duties of this position include but not limited to the followings:

### JOB DESCRIPTION

**This intern will mainly support education program team to prepare, roll-out project activities in establishing a digital library for children with disabilities under Our Better Angels Program. Meanwhile, contribute to project design of One Place One Story Project in 2025.** Expected works will be done under Program Officer guidance including:

1. Report and update upcoming team schedules and consolidate working progress on a daily/weekly basis.
2. Brainstorm to enrich learning resources for a digital library and review quality of volunteer work (script and clips of learning materials) with constructive and timely feedback.
3. Provide mentorship and quality standard to volunteers in generating digital learning materials.
4. Support in administrative works.
  - 1) Consolidate feedback from volunteer team.
  - 2) Support training and meeting schedule arrangements.
  - 3) Support in payment document submission.
  - 4) Support logistics, translation and documentations related works.



### **Essential knowledge, skills and attitudes**

- A graduate or junior/senior in any field, preferably in the field of Social Works, international affairs or English;
- Interested in children with disabilities, education and social issues;
- Good sense of responsibility with high initiative;
- Have an open mind, friendliness and eagerness to learn new things;
- Good planning and analytical skills;
- Experience in leadership or coordination role through any volunteering works;
- Good in written and spoken English.

### **Desirable skills and competencies**

- Experienced in making media products (writing video scripts or editing clips);
- Know how to use basic video editing software (Canva, Filmora, Adobe Premiere, etc);
- Be creative and critical thinking.

## **TIMEFRAME**

**Length of commitment:** continuous 6 months at least or longer term up to 1 year.

**Estimated working hours:** at least 3 days per week or can be full-time. Specific time will be negotiated before starting.

## **WHAT WE CAN OFFER**

- Opportunity to transfer to full-time program staff;
- Opportunity to learn about project implementation and team player;
- Opportunity to travel to different provinces to learn the local community in Vietnam;
- A culture of thriving for excellence and creative thinking.
- Meal allowance and transportation allowance: VND220,000 per working day.

## **HOW TO APPLY**

Please send your CV with the email subject “**Application for Education Program Intern - Candidate full name**” to [admin@lstf.org.vn](mailto:admin@lstf.org.vn)

**Deadline for Application Submission:** 15 Mar, 2023.

We sincerely appreciate your interest in this job opportunity, but only shortlisted candidates will be invited for an interview.