



Education Project Intern

Unit: Education Program – Lawrence S Ting Scholarship

Reports to: Program Team Lead

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

Working time: part-time/ 6 months

ABOUT US

Lawrence S. Ting Foundation (LSTF) was established in 2005 as a leading local non-profit and non-governmental organization in Vietnam. We have supported approximately 1.8 million underprivileged people across the country, focusing on education and health sectors.

In education, 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 provide scholarships and develop educational initiatives to help children and young adults overcome barriers to learning. In health, our programs offer medical assistance, health education, and community health projects to address critical needs.

Committed to sustainability and long-term impact, our passionate team works to create lasting positive change. For more information, visit www.lstf.org.vn.

JOB DESCRIPTION

The Education Project Intern will support the implementation and management of the Lawrence S. Ting Scholarship Program, assisting in various aspects of the program to ensure its success and positive impact on underprivileged students.

Roles and Responsibilities:

- Assist in the execution of the Lawrence S. Ting Scholarship Program.
- Support the Program Team in reviewing scholarship applications and coordinating the selection process.
- Communicate with scholarship recipients to provide guidance and support.
- Assist in monitoring and evaluating the progress of scholarship recipients.
- Maintain accurate records and documentation related to the scholarship program.
- Participate in team meetings and contribute to program development discussions.
- Perform other administrative tasks as needed.

Essential knowledge, skills and attitudes:

- Currently enrolled in or recent graduate of a degree program.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills in both Vietnamese and English.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.



- Passion for education and commitment to social causes.
- Previous experience in project management or non-profit work is a plus.

TIMEFRAME

Length of commitment: continuous 4-6 months.

Estimated working hours: 4-8 hours/day; 2-3 days per week. Specific time will be negotiated before starting.

WHAT WE CAN OFFER

- Gain practical experience in project management and non-profit operations;
- Work in a dynamic and supportive team environment;
- Opportunity to make a meaningful impact on the lives of underprivileged students;
- Volunteer/intern allowance: VND 220,000 per working day.

HOW TO APPLY

If you are enthusiastic about contributing to the education of underprivileged students and gaining valuable experience in the non-profit sector, we encourage you to apply for this internship. Please send your CV with the email subject “**Application for Education Project Intern – Candidate full name**” to linh.ngo@lstf.org.vn

Deadline for Application Submission: 16 Jun, 2024.

We sincerely appreciate your interest in this job opportunity, but only shortlisted candidates will be contacted.