



Job Title: Communications Intern

Lawrence S. Ting Foundation (LSTF) was established in 2005 as a local NGO in Vietnam. So far it has supported with more than one million underprivileged people across the whole country. LSTF mainly provides services and support at education and health sectors to people in need across 63 cities and provinces in Vietnam. You can find more information from our website: www.lawrencecingfoundation.org.

Currently, we are looking for one Communications intern to support our marketing and communications works.

JOB DESCRIPTION

Position: Communications Intern

Working location: District 7, Ho Chi Minh City

Type of contract: Short-term

Time Period and Commitment: Not exceeding 2 days/16 hours per week, usually between the hours of 8:30 a.m. – 5:30 p.m. from Monday to Friday. Volunteers/interns can choose days with flexibility. A commitment of six months is required with the possibility of extension.

Purpose: To strengthen digital marketing & external communications so as to better promote LSTF works to the general public.

Responsibilities:

1) To write communications messages to post on LSTF website and social media pages in both Vietnamese and English.

- Enriched communication messages through a story-telling method.
- Incorporated solid evidence and qualitative data (photos and video clips) to the contents of the communication so as to better present the need gaps as well as LSTF progress.
- Selected and edited photos for better presentations.



2) To develop communications toolkits.

- Design templates and examples of communications materials such as newsletters, progress reports, EDM and PPT.
- Re-design existing communication materials: open letters, leaflets and donation boxes.
- Make video clips to present how LSTF works, our progress in the education and healthcare sectors.

3) Others:

- To support LSTF's communications work for the upcoming events/public events.
- Other duties as required.

Knowledge, Skills and Attitudes required:

- Excellent writing, editing, and proofreading skills as well as the ability to source stories from the staff and volunteers;
- Proficient in Microsoft Office, Photoshop and Illustrator.
- Enthusiasm and creativity; good interpersonal skills with the ability to relate to people from a broad range of backgrounds, cultures and influence;
- Carefulness, attention to details, punctuality and confidentiality;
- Ability to work under time constraints; Result orientation;
- An understanding of non-profit sector is preferred.
- Experience in supporting digital communications is a plus.
- Both English and Vietnamese are the main working languages, however, communications in English is preferred.

HOW TO APPLY

Interested candidates are invited to send their applications (including a cover letter and CV) to LSTF (supportus@lstf.org.vn), subject: "Application for Communications Intern". Please note that we only accept electronic copies.

Interviews will be arranged as soon as LSTF receives qualified applications, on a first-come-first-serve basis. Only shortlisted candidates will be invited for interview.