



VNHelp

500 E. Calaveras Blvd #235 • Milpitas, CA • 95035 • USA
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VNHelp is a non-profit organization founded in 1991. Our mission is to assist disadvantaged individuals and communities in Vietnam to achieve self-sufficiency through sustainable solutions in the areas of health, education, and economic development.

The organization aims for rapid growth in the next few years and is looking for talented individuals with a passion for public service. We currently have three openings for Communication & Public Relations Director (USA), Vietnam Program Development Director (VN), and Executive Assistant (USA). Salaries are negotiable depending on the experience of the candidates. We also welcome volunteers for the positions.

Position: Communication and Public Relations Director

(Part time or full time)

The Communication and Public Relations Director (CPRD) will work at the VNHelp's office in Milpitas, CA. This person will be responsible for building the public image for VNHelp which will help the fundraising activities. The CPRD will perform the tasks or coordinate volunteers who do the tasks, which are listed below (but not limited to)

- Work with the Fundraising Director to create a strategic plan for VNHelp to retain and recruit donors and volunteers. Responsible for the implementation of this strategic plan
- Produce public messages and press release
- Present VNHelp in meetings with other organizations and media
- Prepare outreach materials (including but not limited to brochure, monthly eLetter, bi-annual newsletters, slide shows, videos, website content, social media, etc)
- Research and reach out to foundations/corporations who give international grants
- Work closely with the Program Development Director in writing grant proposals

Qualifications:

- Have a Bachelor degree or higher
- Fluent in English (both speaking and writing); knowing Vietnamese is preferred but is not required
- Is an effective public speaker
- Strong people skill and inter-personal skill
- Familiar with common office software
- Familiar with social media
- Willing to work on weekends and evenings when needed
- Have at least two professional references

Interested individuals please send resume via email to thu@vnhelp.org.