



JOB DESCRIPTION

Position: Assistant to the Management Team
Supervisor: Deputy Director/Community Liaison
Schedule: Full-time

ABOUT OUR ORGANIZATION

LIN Center for Community Development is a not-for-profit organization with the mission to help local people to meet local needs. On the one hand, LIN provides support to locally initiated not-for-profit organizations and groups that seek to improve access to opportunities for disadvantaged populations. Such support could include small grants, introductions to skilled volunteers, workshops, networking and information sharing. On the other, LIN provides advisory and support services to individual and corporate philanthropists that want to serve, or better serve, the communities where they live and/or work. More information about LIN is available on our website at: www.LINvn.org.

POSITION DESCRIPTION

The LIN Center for Community Development is seeking a high caliber candidate for the position of Assistant to the Management Team. The Assistant will support internal operations, assist project implementation, monitor project work, facilitate communications with stakeholders all of which will help to strengthen the quality of existing partnerships and service outcomes.

RESPONSIBILITIES

The primary roles and responsibilities of this position include:

- ◆ Respond quickly and warmly to daily inquiries, by email and phone, from LIN's key stakeholders, and direct those inquiries to the appropriate LIN staff member. Maintain a tracking sheet of all inquiries, for M&E purposes.
- ◆ Maintain and update the contact list of NPO partners and donors (separate databases).
- ◆ Track NPO partner utilization of LIN services (including: room rental, incubator hours, participation in workshops/meetings/consultations/events, submission of evaluation forms, grants, etc.).
- ◆ Maintain and update the tracking database of grants to NPOs (general information and reports). Send friendly reminders to grantees to prepare them for upcoming and past due reports and deadlines.
- ◆ Review partnership applications; grant applications and interim and final grant reports for completion and eligibility. Provide recommendations to Deputy Director for final review.
- ◆ Support the management team with the collection and preparation of information for regular reports to VUSTA (the Vietnam Union of Science and Technology Associations).
- ◆ Make personal contact, by direct email and phone, to NPO partners to support their involvement in LIN services and activities, such as VietnamCauses, BlueBees, "LIN oi, Minh Di Dau", Workshops, Meetings, Grant Rounds, Consultations, Narrow the Gap Community Event, etc.
- ◆ Support management team with planning and logistics for LIN workshops/events/services.
- ◆ Take notes during internal and external meetings and send to team.
- ◆ Help with preparing first drafts or collecting data/information for LIN newsletter, annual report and/or social media content.
- ◆ Contribute ideas and suggestions for content to be posted/updated on LIN's website and Facebook page (news, events and other information).
- ◆ Support realization of LIN's annual NPO Partner survey to all NPO partners:
 - Track responses and revise Tier 1 and Tier 2 Partner lists accordingly.
 - Input responses into an Excel file (following the 2013 survey database). Highlight incomplete or unsuitable answers in the survey and follow-up with the NPOs for clarification.
 - Contact non-responders, regularly by phone and email, to reach at least a 60% response rate. (Make site visits, if needed, to support NPOs that have trouble completing the survey and/or completing it correctly).
- ◆ Support to follow up M&E database of LIN services to NPO partners and donors.



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In addition, this person will have administrative duties including the following:

- ◆ Maintain clear records and submit reports on project work and expenditures.
- ◆ Support with other tasks, as needed, such as day-to-day office management, answering phones, facilitating bill payment, etc.

REQUIREMENTS

Education: University degree in social work, community development, communications, journalism, marketing or a relevant field. An advanced degree is preferable.

Experience:

- ◆ Customer service and/or public relations experience is necessary.
- ◆ Experience working as a personal or project assistance is preferable.
- ◆ Volunteering with a nonprofit or community development project.
- ◆ Experience working in the NGO sector, on capacity building activities and/or in social work area would be an advantage.

Skills:

- ◆ Fluency in Microsoft Office;
- ◆ Confidence with Web 2.0;
- ◆ Good communication skills (both written and oral) in Vietnamese and English;
- ◆ Patience and attention to detail.
- ◆ Networking skills and/or an interest in meeting new people is key;
- ◆ Able to work independently and as part of a team;
- ◆ Good listening skills.

OTHER

- ◆ Confidentiality – Employees must sign a confidentiality agreement and may not share organizational materials without the express written permission from a supervisor; and
- ◆ Respect – LIN Center aims to always show respect and appreciation for our team members, NPO partners, Volunteers and Donors.

APPLICATION & CONTACT INFORMATION

LIN Center is committed to equal employment opportunities to all individuals based on merit, qualifications, abilities, and the law. Employment decisions are made regardless of race, color, ethnicity, gender, geographic or social origin, religion, age, disability or any other characteristics protected by law.

Interested candidates should submit a letter of interest and resume/CV by email to:

LIN Center for Community Development
info@LINvn.org
Tel: 08-3512-0092

The closing date for applications is **15 October 2014**.

Due to the large number of expected applications, only applicants being called for an interview will be contacted. Please visit the website: <http://www.LINvn.org>, for more information about LIN.