



# VOLUNTEER JOB DESCRIPTION

**Position:** Team Member  
**Supervisor:** Respective Team Leader  
**Schedule:** 8 hours/week, 6 months  
**Starting Date:** 20/04/2015

## 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](http://www.LINvn.org).

## POSITION DESCRIPTION

LIN is seeking to recruit a team of skilled volunteers to design and implement our campaign which aims to improve, promote and engage stakeholders in our Narrow the Gap Community Fund. The team includes individuals with skills in communications, design, event planning, development, community engagement, NPO engagement. These volunteers contribute approximately 08 hours per week over the course of 06 months.

The volunteers selected for this team will have an opportunity to work with like-minded individuals while working towards solutions to real challenges. Volunteers will gain leadership and project management experience and connect with other volunteers, not-for-profit organizations and corporations.

### *Background:*

Narrow the Gap Community Fund plays a vital role in organizing community members to address critical needs in their community. By engaging people with a shared vision, by pooling available resources and by investing those resources into viable projects, a community fund makes it possible to have a bigger impact with each intervention. LIN's Narrow the Gap Community Fund accepts contributions, throughout the year from individuals, organizations and companies. Three times a year, nonprofits are invited to submit proposals, which are evaluated by experts and volunteers from the community and grants are made to selected applicants.

The second grant round of each year is focused on one theme. Each year, the LIN team and Narrow the Gap volunteer team works to engage as many community members as possible in activities that are designed to raise awareness, seek input and engage in solutions to challenges relating to that theme. This grant round culminates in an annual Narrow the Gap Community Event, which is scheduled to take place in Ho Chi Minh City this September 2015. The theme for the public event is environment, which was selected by public vote in 2014. This will be the fifth year in a row that the Narrow the Gap Community Fund organizes people in HCMC to work together to solve a community challenge

## Team Role

### **1. Communications Team - Job Code: 2015.NTG.VOL.01**

- Number of volunteers needed: 07
- Objective: LIN is seeking to recruit a team of skilled volunteers to use effective communication strategies and tactics to improve and promote HCMC residents' engagement in:
  - NTG Campaign's activities
  - Environmental issues



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- NPOs that working to address those challenges
- Responsibilities:
  - Create, translate, revise and improve the text of all marketing materials in both Vietnamese and English (Ex: blog, posters, letters, press release,...);
  - Create content and manage the Narrow The Gap Community Fund Fanpage during 6 months;
  - Design and implement communications plan to engage people in Idea/Video/Photo Contest, Narrow the Gap Community Fund and Event;
  - Identify potential ambassador(s) for the community event;
  - Revise press release and written by LIN staff;
  - Help to build media contact list and introduce to potential media;
  - Help to prepare press kit and welcome media representatives at the event.

## 2. Design Team - Job Code: 2015.NTG.VOL.02

- Number of volunteers needed: 03
- Objective: LIN is seeking to recruit skilled design volunteer to create design solutions that have a high visual impact that help engage people in Narrow the Gap Fund, Idea/Photo Contest and Community Event.
- Responsibilities:
  - Contributing innovative and creative ideas and design artwork to the overall brief;
  - Develop graphics and layouts for product illustrations, brochures, banners, leaflets, other printed matters and also web design interface;
  - Create designs and sample layouts;
  - Determine size and arrangement of illustrative material and copy, and select style and size of type;
  - Manage production quality and timeline.

## 3. Event Team - Job Code: 2015.NTG.VOL.03

- Number of volunteers needed: 03
- Objective: LIN is seeking to recruit a team of volunteers to help organize the Narrow the Gap Community Event, which will take place in Ho Chi Minh City this August 2014. The theme for the event is education, which was selected by public vote in 2013. This will be the fourth Narrow the Gap Community Event and the second year in a row that volunteers take control of the planning efforts.
- Responsibilities:
  - ❖ Organize LIN's annual Narrow the Gap Community Event (September 2015):
    - Plan the program agenda for a fun event that will attract the greatest diversity of participants;
    - Given the total budget that is available, draft an event budget, detailing facility and equipment needs;
    - Work with LIN staff and members of the Development Team to attract necessary sponsors for the event (e.g., raffle prizes, venue, F&B and other services);
    - Work with the Communications and Design Team to design event tickets, support the Community Engagement Team to sell tickets;
    - Coordinate logistics and oversee all preparations for the event:
      - Event venue: visiting venues and choosing the best one / negotiating with venue for the contract and set up
      - Decorations/ table chair rental
      - F&B
    - Help NPOs with setting up their booths at the event;
    - Work with LIN staff to recruit and train a sufficient number of volunteers to support event implementation;
    - Identify potential ambassador(s) for the community event.
  - ❖ Organize small events for the Development Team to attract donors
  - ❖ Support the Idea and Photo Contest to organize launching and/or awarding events



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## **4. Development Team - Job Code: 2015.NTG.VOL.04**

- Number of volunteers needed: 04
- Objective: LIN is seeking to recruit a team of volunteers to gather available resources, from as many individuals and organizations in our community, which will be invested in projects that address environmental issues meanwhile building a community of donors that are oriented towards collaboration and the common good.
- Responsibilities:
  - Review/Revise donor/partner benefits and appreciation guidelines.
  - Review/Revise target audience descriptions and development objectives Research and identify long-term donor and partner prospects.
  - Use existing networks to raise awareness about the Fund and identify donor prospects.
  - Prepare strategies for first contact with prospective donors.
  - Meet with prospective donors, individually and/or in groups, to ask for their support.
  - Follow-up and thank all meeting contacts.
  - Collaborate with Event Team to organize donor receptions

## **5. Community Engagement Team - Job Code: 2015.NTG.VOL.05**

- Number of volunteers needed: 04
- Objective: LIN is seeking to recruit a team of skilled volunteers to spread the messages of Narrow the Gap Campaign to HCMC residents via various activities (social network campaign, passing out flyers, organizing idea contests, supporting photo and video contest, organizing offline and online vote, etc).
- Responsibilities:
  - Use your existing social networks to raise awareness about the Narrow the Gap Community Fund, Event and related activities;
  - Pass out fliers or tell friends during networking events or gatherings with friends, co-workers and/or family;
  - Organize Idea contest: planning, visiting one or more of the target audience groups to capture their ideas and submit on their behalf to the contest;
  - Support the Development Team to organize social media campaign to raise fund;
  - Encourage people to vote for their favorite photo albums/videos;
  - Identify potential ambassador(s) for the community event;
  - Promote and keep track offline and online vote;
  - Promote and sell community event tickets.

## **6. NPO Engagement Team - Job Code: 2015.NTG.VOL.06**

- Number of volunteers needed: 03
- Objective: LIN is seeking to recruit a team of skilled volunteers to support NPO capacity building and get them involved in Narrow the Gap Campaign activities
- Responsibilities:
  - Coordinate with LIN staff and experts to prepare the call for proposal and set of review criteria;
  - Organize trainings for grant applicants/grantees on proposal writing (alongside Call For Proposals workshop), communications (during project), M&E (ahead of reporting deadlines);
  - Analyze grant application trend;
  - Provide technical assistance to refine the top 6 proposals;
  - Organize photo/video contests;
  - Coordinate with the Event Team to organize booths of NPO at the community event in September: Choose the best NPOs to participate/ working with them to decide what support the NPO needs;
  - Help winners scale up/down their project based on the available funds.
  - Identify grantees' needs, organize training and volunteer matching after funds transferred.



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## **In addition, Volunteers have administrative duties including the following:**

- ♦ Maintain clear records/soft-copies of work outputs for LIN data-filing purposes.
- ♦ Submit clear receipts on all work-related expenditures for reimbursement.

## **REQUIREMENTS**

Education: University Degree in a relevant field is preferable.

### General Requirements:

- ♦ Experience in volunteering and/or philanthropy and/or community development.
- ♦ Working knowledge of Microsoft Office Applications (Word, Excel, PowerPoint);
- ♦ Proven experience working as part of a team;
- ♦ Proven communications and customer services experience;
- ♦ Organizational and planning skills
- ♦ Attention to detail and accuracy
- ♦ Ability to meet tight deadlines
- ♦ Fluent Vietnamese & good English communication skills (both written and verbal)

### Specific Requirements/Advantages for Each Team:

#### **1. Communications Team**

- ♦ Strong oral and written communications skills;
- ♦ Strong creative, analytical and strategic skills;
- ♦ Knowledge of design or film-making is a plus.

#### **2. Design Team**

- ♦ Proven graphic design experience;
- ♦ Knowledge of design techniques, fluently in using common media applications (Adobe Indesign, Photoshop and Illustrator).

#### **3. Event Team**

- ♦ Experience in event planning, event budgeting and/or event implementation;
- ♦ Strong creative, analytical and strategic skills.

#### **4. Development Team**

- ♦ Good writing and presentation skill (English & Vietnamese);
- ♦ Out-going personality;
- ♦ Love networking;
- ♦ Semi-flexible schedule prefer (able to take a few morning/afternoon off work if needed. This will be keep to absolute minimum).

#### **5. Community Engagement Team**

- ♦ Out-going personality;
- ♦ Experience in event planning and event implementation.

#### **6. NPO Engagement Team**

- ♦ Analytical capabilities;
- ♦ Ability to problem solving and exercise good judgment.

## **TO APPLY**

If you are interested in this position, please send your CV and cover letter **indicating at least 02 preferences of position**. Please send your applications with respective Job Codes to: [volunteer@linvn.org](mailto:volunteer@linvn.org)

**Expressions of interest will be accepted until 11:59pm 14 April 2015.**