Program, Communications & Resource Mobilisation Intern

PURPOSE OF THE POSITION

As the Program, Communications & Resource Mobilisation Intern, you are responsible for supporting ChildFund Vietnam and its partners in program coordination, communications and resource mobilisation to strengthen program delivery, communicate results and contribute to the sustainability of initiatives supporting children and communities. The position contributes to content development, program promotion, partnership research, resource mobilisation materials and campaign implementation, alongside program administration, monitoring and reporting. During the transition period, the Intern also supports coordination with local partners to promote program continuity and sustainable impact contributing to the reputation of ChildFund Vietnam's work as thought leader in its specialist area of focus: child rights and child protection, education, health and wellbeing for the children.

KEY DUTIES

A. Communications, Marketing & Resource Mobilisation

- Content Development: Develop and update communications content, including articles, visuals, short videos and materials highlighting program activities, achievements and impact.
- Digital Communications: Support content planning, maintain communication calendars, update relevant digital channels and monitor audience reach and engagement.
- Partnership & Resource Mobilisation Research: Identify and research prospective corporate partners, organisations, donor segments and relevant platforms that may support initiatives benefiting children and communities.
- Outreach & Partnership Materials: Prepare program profiles, brochures, presentations, pitch decks and other materials supporting communications, partner engagement and resource mobilisation.
- Campaign Implementation: Contribute ideas and support the planning and implementation of communications campaigns, outreach activities and partnership initiatives to increase visibility, engagement and support for programs.
- Performance Monitoring: Track and report communications and outreach indicators, partner engagement and campaign responses, and recommend practical improvements.

B. Program Coordination & Support

- Program Administration: Support the preparation, updating and management of project documentation, correspondence, meeting records and program information, including Salesforce updates.
- Consultant & Financial Administration: Assist with consultant recruitment and contracting, financial documentation, payment processing and acquittal procedures using Sage.
- Programme Implementation & MEL: Support program coordination, data collection and consolidation for monitoring, evaluation and learning (MEL), report preparation and occasional field activities.
- Program Transition & Partner Coordination: Support documentation, information sharing and coordination with local partners for approved program transition, continuity and sustainability activities.
- *Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy & procedures, and conduct yourself consistent with those policies.*

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Marketing, Communications, Business Administration, International Relations, Development Studies or a related field.
- Recent graduates are encouraged to apply; prior full-time work experience is not required.
- Basic understanding of digital marketing, social media management and communications campaigns.
- Previous internships, volunteering or practical experience in communications, marketing, fundraising or community initiatives would be an advantage.

PERSONAL ATTRIBUTES

- Proactive, creative and solution-oriented, with a willingness to explore and test new approaches.
- Well-organised, responsible and able to work independently and collaboratively.
- Confident in communication and interested in building professional relationships.
- Adaptable, eager to learn and receptive to feedback.
- Demonstrated interest in children's rights, education, inclusion and community development.
- Willingness to undertake occasional field travel when required.

SKILLS

- ✓ Strong writing, communication and presentation skills, with the ability to adapt messages for different audiences.
- ✓ Ability to research, organise and analyse information to identify target audiences, prospective partners and collaboration opportunities.
- ✓ Good working proficiency in Vietnamese & English, both written and spoken.
- ✓ Proficiency in Microsoft Office, particularly PowerPoint and Excel; familiarity with Canva & AI-assisted research and content creation tools is an advantage.

CHILDFUND AUSTRALIA'S VALUE

Commitment to ChildFund Australia's values – Respect, Integrity, Collaboration, Change, Empowerment & Excellence

Department: HR & Operations
Location: ChildFund Vietnam – Program Areas in Phu Tho / Cao Bang / Thai Nguyen Provinces
Employment: Full-time till June 30, 2027 with option to extend upon mutual agreement.
Reports to: HR & Capacity Building Coordinator
Other Information: Must have criminal background check before joining the organisation
Please apply at: https://childfund.org.vn/work-with-us/





ORGANISATIONAL CONTEXT

ChildFund Vietnam is the representative office of ChildFund Australia – an independent international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government's overseas aid program.

ChildFund began working in Vietnam in 1995 and works in partnership to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Projects are implemented in the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where most people are from ethnic minority groups; often the most vulnerable or marginalised sections of the population.

ChildFund Vietnam's projects focus on child rights and child protection, education, health, and wellbeing for children. ChildFund Vietnam also prioritises building the resilience of young people, by giving them the opportunity to take part in sports, life skills learning, and supporting their participation in local decision-making processes.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package
We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave
You will have access to 15 days of paid annual leave in the first year of service. From the second year onwards, leave entitlement is 20 days plus one additional day for every 5 years of service. You are also entitled to personal/carer's leave, paid parental leave, school leave, child sick leave, study leave and bereavement leave.

Flexible Working Arrangement
You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversations between yourself and your manager about maintaining work-life balance.

Health Care Insurance program
We provide 24-hour coverage for Comprehensive Health Care insurance for all ChildFund Vietnam staff, including In-patient (Hospital & Surgical Insurance), Personal Accident Insurance and Outpatient Treatment Insurance. This program is also extended to family members depending on staff's tenure with the organisation.

Learning and Development
Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

Internal Social Welfare
ChildFund aims at creating a working environment and organisational culture where staff feels valued and cared for. We offer a comprehensive program of internal welfare activities, including monthly birthday celebrations, gifts for weddings and new born babies and quarterly team building activities ("Good Friday").

OUR VISION: A world without poverty where all children and young people can say: "I am safe. I am educated, I contribute. I have a future."

OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

At ChildFund Vietnam you will be contributing to every child being able to play, learn, and grow.