



# COINS 4 CHANGE

Program Specialist  
Ha Noi, Vietnam

**Post Summary:**

The VIA fellow is considered a full-time (typically 40 hours per week) staff member of Coins for Change Vietnam and works directly under the CEO, Miss Hong. Fellows may be in charge of managing C4C's social media platforms, collecting statistical data, documenting projects using photos and videos, writing grant proposals, coordinating English teaching volunteer positions at partner schools around the country, supporting other English teaching volunteers during their time with C4C, editing documents, and generally assisting Miss Hong in her daily tasks and projects. Tasks will depend on the skills of the fellow. This position is a great opportunity for fellows who want to learn about how a social enterprise aimed at supporting disadvantaged women and children operates in a country like Vietnam.







**Partner:**

Coins for Change Vietnam is a social enterprise that supports disadvantaged women and children throughout the country by providing educational and business support. Our projects aid victims of domestic violence, disabled women, single mothers, ethnic minority women, low-income households and more through The Empowerment Plan and Teach for Change initiatives.



**Location and Logistics:**

Ha Noi is the capital of Vietnam and offers a wide range of historical and modern attractions, including the famous Temple of Literature, history and art museums, Old Quarter, Bach Ma Temple, Dong Xuan Market and many kinds of delicious foods. The city is known for its rich history and centuries-old architecture with Southeast Asian, Chinese and French influences. It's ideal location makes it easy to take weekend trips up to the mountains or to the sea, where travelers can go trekking, ride boats and explore caves.

**Housing:**

The fellow will share a room with a C4C staff member or another volunteer at the Tay Ho House in Hanoi, located North of West Lake. This house belongs to Miss Hong and also functions as the staff and volunteer house. Kitchen and bathroom facilities are shared with the staff and other volunteers. Lunch and dinner is cooked and provided for the fellow, but there are also plenty of local restaurants to visit. Housing and food will also be provided if the fellow is asked to travel to other locations, such as the HerCraft project or other English teaching volunteer posts.

**Desired Qualifications:**

Fellows must have experience working in an NGO, social enterprise or other organization that supports disadvantaged groups. They must have strong English language writing skills, be flexible in a sometimes stressful working environment, be able to work with others as a team, be passionate about helping others, and desire to develop themselves as members of our global community. Strong Vietnamese language skills is a big plus, but is not necessarily required. There are many Vietnamese language classes in Hanoi that fellows can participate in if needed.