



## **JOB TITLE: PROGRAM ASSISTANT**

**Organization:** Children of Vietnam

**Location:** Vietnam Office | 60 Nai Nam St., Hoa Cuong Ward, Danang City

**Position Type:** Full-time

**Reports to:** Program Coordinator

### **About Children of Vietnam**

Children of Vietnam (COV) is a 501(c)(3) charity organization, licensed as an international non-governmental organization in Vietnam and the US.

Children of Vietnam was established in 1998 to end child poverty. We accomplished this by providing wraparound services that focus on one child, one family, and one community at a time.

Our vision is a Vietnam in which all children flourish, reach their full potential, and contribute positively to society.

### **Position Overview:**

A Program Assistant is vital in supporting planning, implementing, and overseeing various programs of Nutrition, School Building Blocks, and WASH. This position involves working closely with program managers, program coordinators, program officers, community partners, and stakeholders to ensure the successful implementation of initiatives aligned with COV's mission.

### **Key Responsibilities:**

#### **1. Program Support:**

- Assist in the planning, implementation, and evaluation of programs.
- Coordinate program-related activities and events.

#### **2. Stakeholder Engagement:**

- Engage with local communities to foster positive relationships.
- Assist in in-depth community needs assessments to inform program development.

#### **3. Logistical Support:**

- Assist with logistical support for program events, workshops, and activities.
- Assist in coordinating travel arrangements for the program team.

#### **4. Resource Management:**

- Assist in maintaining accurate program data and documentation.
- Support the collection and analysis of program-related information.

#### **5. Administrative Tasks:**

- Assist with administrative tasks related to program activities, including scheduling and record-keeping.
- Assist communication channels and respond to inquiries.

#### **USA Headquarters**

PO Box 18039  
Greensboro, NC 27419  
Tel: 336.235.0981

[www.childrenofvietnam.org](http://www.childrenofvietnam.org)

[info@childrenofvietnam.org](mailto:info@childrenofvietnam.org)

#### **Vietnam Office**

60 Nai Nam Street, Hoa Cuong Ward,  
Danang City, Vietnam  
Tel: 0236.3634337



## 6. Monitoring and Evaluation:

- Assist in the monitoring and evaluation framework of programs.
- Assist in reviewing program data.

## 7. Reporting:

- Assist in the preparation of program reports and updates.
- Assist team members in compiling data and insights for comprehensive reports.

## Qualifications and Requirements:

- Bachelor's degree in relevant fields (e.g., Public Health, Environmental Science, Civic Engineering, International Development, Social Sciences, Architecture).
- Knowledge of gender and child-focused development initiatives is a plus.
- Understanding child rights, education, health, gender, and community development is a plus.
- Willing to work collaboratively in a cross-cultural environment. Willingness and ability to work flexibly, including attending early morning and evening events and frequent travels to project sites.
- Proficiency in Microsoft Office Suite.
- Strong communication and interpersonal skills.
- Ability to communicate in English.
- Ability to demonstrate organizational and multitasking skills.
- Commitment to the mission and values of Children of Vietnam.

## How to Apply:

- Interested candidates should submit their résumé, cover letters, and salary expectations to [info@childrenofvietnam.org](mailto:info@childrenofvietnam.org). Please include "Program Assistant Application" in the subject line. The deadline for applications is **June 26, 2026**.
- Children of Vietnam is an equal-opportunity employer and encourages candidates of all backgrounds to apply. We thank all applicants for their interest, but only those selected for an interview will be contacted.

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