



JOB TITLE: EDUCATION 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 Manager, Education Program Coordinator, and Education Program Officer

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:

The Education Program Assistant supports the implementation, coordination, documentation, and monitoring of COV's education-related programs, including Bright Scholars, Study Steps and Career Development Center.

This position works under the guidance of the Program Manager, Education Program Coordinator and program team to ensure that program activities are well-prepared, properly documented, and implemented smoothly aligned with COV's mission.

Key Responsibilities:

1. Program Implementation Support:

- Assist the Education Program Coordinator and program team in implementing education program activities, including scholarships, workshops, life skills sessions, school visits, and student events.
- Support the preparation of activity plans, schedules, participant lists, materials, and required documents.
- Join field visits to schools, universities, households, and project sites as assigned.

2. Stakeholder Engagement:

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

3. Logistics and Administrative Support

- Arrange logistics for program activities, including venues, transportation, meals, accommodation, materials, supplies, and equipment.



- Prepare attendance lists, consent forms, meeting materials, activity checklists, and other program documents.
- Support procurement and payment documentation by collecting quotations, receipts, invoices, and other supporting documents in line with COV procedures.
- Maintain organized hard-copy and digital filing systems for program documents.

4. Resource Management:

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

5. Monitoring and Evaluation:

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

6. 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., International Development, Social Sciences, Social Works).
- Knowledge of women 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.
- 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. Please include "Education Program Assistant Application" in the subject line. The deadline for applications is **June 30, 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.