



JOB TITLE: COMMUNICATION ASSISTANT

Organization: Children of Vietnam

Location: Vietnam Office | 60 Nai Nam St., Hoa Cuong Ward, Da Nang City

Position Type: Full-time

Reports to: Communications Officer / Fundraising & Marketing 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 accomplish 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 Communication Assistant plays an important role in supporting the implementation of communication and marketing activities of Children of Vietnam. This position supports the Communication and Marketing team in producing content, developing communication materials, assisting with short video scripts, basic design and editing tasks, and documenting program activities, campaigns, and events.

The position requires close collaboration with program staff, the administrative and finance team, suppliers, partners, beneficiaries, and other stakeholders to ensure communication activities are implemented effectively, professionally, and in alignment with COV's mission, brand, and values.

Key Responsibilities

1. Media and Communications

- Coordinate daily social media tasks, including drafting content, scheduling posts, uploading materials, and keeping COV's channels active and updated under the guidance of the Communication and Marketing team.
- Support the development of scripts, storylines, and content ideas for short videos, reels, campaign videos, beneficiary stories, event recap videos, and other communication products.
- Collecting information, photos, quotes, and field stories from program activities to support storytelling and communication outputs.
- Take photos and short videos during program activities, field visits, campaigns, donor visits, community events, and organizational activities.
- Conduct basic photo editing, video editing, and graphic design for communication materials, including social media graphics, presentations, invitations, posters, banners, and event materials.

USA Headquarters

PO Box 18039
Greensboro, NC 27419
Tel: 336.235.0981

www.childrenofvietnam.org
info@childrenofvietnam.org

Vietnam Office

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



2. Communications Administration and Logistics

- Coordinate routine administrative tasks related to communication and marketing activities, including searching for suppliers, obtaining quotations, preparing procurement documents, and communicating with vendors.
- Work with the administrative and finance team to ensure communication-related procurement, contracts, payment requests, and supporting documents follow COV's policies and procedures.
- Assist in drafting, reviewing, and following up on contracts, service agreements, payment documents, and other administrative paperwork related to communication and marketing activities.
- Arranging, storing, tracking, and maintaining communication and marketing materials, including printed publications, brochures, banners, backdrops, gifts, merchandise, event supplies, and other communication assets.
- Maintain and organize communication records, folders, databases, photo libraries, video files, design files, vendor information, and other communication-related archives.
- Preparing logistics for communication activities, field trips, donor visits, media production, campaigns, workshops, fundraising events, and other organizational events.
- Coordinating with external service providers, including photographers, videographers, designers, printers, event suppliers, and other vendors.

Qualifications and Requirements

- Bachelor's degree in relevant fields such as Communication, Marketing, Journalism, Public Relations, English, Social Sciences, or related fields.
- Experience or strong interest in nonprofit communication, content writing, digital marketing, storytelling, photography, design, video production, administration, or event support is a plus.
- High proficiency in Vietnamese writing and editing is required. Working proficiency in English for daily communication is required, with writing skills preferred.
- Basic photography, graphic design, and video editing skills.
- Familiarity with design and editing tools such as Canva, CapCut, Adobe Lightroom, or similar platforms is an advantage.
- Creativity, responsibility, willingness to learn, and ability to work both independently and as part of a team.
- Commitment to the mission and values of Children of Vietnam.

How to Apply

Interested candidates should submit their resume, cover letter, and salary expectations to info@childrenofvietnam.org. Please include “**Communication Assistant Application**” in the subject line. The deadline for applications is **30/6/2026**

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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