



Changing the way the world sees.

JOB DESCRIPTION

JOB TITLE: Communications Intern
REPORT TO: Communications Officer

DEPT: Program Department
DATE: As soon as possible

INTRODUCTION

Orbis International works around the world to prevent blindness and restore sight for children and adults in places where eye care is out of reach. Our mission is to preserve and restore sight by strengthening the capacity of local institutions in their efforts to prevent and treat blindness. Our goal is a world in which no one is needlessly blind and quality eye care is available to everyone. Since 1982, Orbis has treated and transformed the lives of more than 10 million people in 87 countries.

Orbis has been working in Vietnam since 1996, supporting the country's efforts to prevent and treat avoidable blindness, especially among children, marginalized rural communities, and people at high risk of eye diseases. Orbis established a permanent office in Vietnam in 2003.

Orbis Vietnam works closely with the Ministry of Health, medical universities, eye care institutions, and other stakeholders to strengthen the country's overall eye health system. Orbis also implements online and in-person training programs that build the skills of entire eye care teams across the country, from health workers in rural clinics to eye surgeons in urban centers.

JOB SUMMARY

Orbis is committed to supporting the community, especially young people, by providing learning and work experience opportunities within the organization. An internship with Orbis enables interns to gain experience in a recognized international organization, learn from colleagues, and strengthen both their professional and interpersonal skills.

This internship is ideal for students and recent graduates who are passionate about storytelling, social media, content creation, and using communications to create positive social impact. Reporting directly to the Communications Officer, the Communications Intern will support the implementation of Orbis Vietnam's communications activities. The position is based in the Hanoi office, with travel to project sites as required.

ESSENTIAL JOB FUNCTIONS / KEY AREAS OF RESPONSIBILITY

- Assist with the design and production of communications materials, including social media graphics, brochures, posters, presentations, newsletters, and other promotional materials;
- Assist with drafting, editing, publishing, and managing content for Orbis Vietnam's social media channels and website;
- Support interviews and the collection of information from beneficiaries, healthcare professionals, partners, and other stakeholders;
- Assist in developing case studies, success stories, and impact stories for communications and fundraising purposes;
- Support photography, photo editing, video recording, and video production for communications activities;
- Assist in organizing events, media activities, press visits, campaigns, and other communications initiatives;

- Provide administrative and logistical support related to communications activities;
- Perform other communications-related duties as assigned by the Communications Officer.

QUALIFICATIONS & SKILLS

- Vietnamese citizen;
- Currently a final-year university student, or a recent graduate in Communications, Marketing, Journalism, Public Relations, Media Studies, or a related field;
- Fluency in English and strong written and verbal communication skills in both English and Vietnamese;
- Good writing and storytelling skills, with the ability to create content for different audiences;
- Ability to use Canva and other basic graphic design software;
- Good interviewing and information-gathering skills;
- Basic skills in photography, videography, and photo and video editing;
- Proficiency in Microsoft Office applications;
- Ability to work effectively both independently and as part of a team;
- Well-organized, careful, detail-oriented, and responsible;
- Creative, proactive, and eager to learn. An interest in public health, social impact, international development, or non-profit communications is an advantage.

BENEFITS

- Friendly working environment;
- Internship allowance;
- Travel allowance for duty travel;
- Free lunch in the office;
- Opportunity to gain practical communications experience through hands-on assignments;
- Opportunity to participate in group training for professional development;
- A certificate from Orbis Vietnam upon completion of the six-month internship period.

HOW TO APPLY

Please send your motivation letter and CV to the email admin.vietnam@orbis.org, cc sam.nguyen@orbis.org. The email subject should be "Application for the position of Communications Intern"

Application Deadline: Submit your application no later than 17:00 PM on October 2026.

Please note that only shortlisted candidates will be contacted for an interview.

Orbis is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all employees and applicants, regardless of race, color, religion, gender, sexual orientation, disability, veteran status, or any other protected characteristic.

We encourage applications from qualified individuals of all backgrounds, cultures, and communities, particularly those underrepresented in the international nonprofit sector. Orbis is proud to foster an environment where everyone can contribute meaningfully and thrive.