

SJ VIETNAM WEBSITE UPDATING AND MANAGEMENT PROJECT

Solidarités Jeunesses Vietnam's project

Project title: SJ Vietnam website and newsletter updating and management.

Position and title of post: Volunteers as SJ Vietnam office coordinators to manage website.

Project owner: Solidarités Jeunesses Vietnam (SJ Vietnam)

Duty location: SJ Vietnam office and project sites in/around Hanoi and places nearby.

Duration: At least 3 months.

Participation fee: 200 EUR/month including food and basic accommodation in our LTV House in Hanoi.

1. About SJ Vietnam:

SJ Vietnam operates through a network of national non-profit organizations and partner organizations in Europe, The Middle East, Asia, Africa, South and North America, and Australia.

It organizes short and long-term international workcamps, actions of social integration, training activities, international solidarity actions and runs small Youth centers in Hanoi. SJ Vietnam is a full member of UNESCO – CCIVS and NVDA.

Through these actions, SJ Vietnam aims to promote:

- The voluntary participation of all, particularly young people and those in social disadvantaged situation, in local, national and international life.
- Local development that takes into consideration the needs of the individual, the environment and the cultural heritage into consideration.
- The break down of barriers between generations, cultures and nations.
- A concrete construction of peace.

SJ Vietnam mobilizes young people themselves to bring the values of tolerance and respects for all human beings without any political or ideological cleavage. The management of the organization and all our activities are open to all young people without any discrimination: we select our volunteers only based on their motivations. For each activity, national or international, we try to have lowest cost possible to be accessible to everybody.

Basically, the activities of the hosting projects which are organized with volunteers are workcamps (teaching, children activities, environment protection, painting, art performance, renovation, masonry, carpentry, joinery, etc) and local development (short and long-term projects).

2. Roles:

The volunteer will be a full member of the national and international SJVietnam organization. He will be helped by other active SJ Vietnam staff members. He will manage and update the SJ Vietnam website. The volunteer will join many different volunteer projects of SJ Vietnam in order to understand more about those activities to write articles or to look for information to publish on the website. Together with other SJ Vietnam coordinators, he will update the infosheets and publish them on the website so that SJV's partners will know if there are any changes. By joining the different work camps and projects, he will collect pictures from volunteers for the website. The volunteer also update newsletter and news every week, every month or correct gallery. SJ Vietnam website will be managed and updated by the volunteer often. The volunteer have to be involved enough in the organization to undertake this position. He will help SJ Vietnam to promote the volunteer work and the volunteering in Vietnam and abroad.

3. Project objectives:

The volunteer is supposed to arrange SJV's website in an attractive way so that there will have more and more volunteers like to read it and come with SJV. In fact some organizations log in our website, read articles and have some information they need. After that they decide sponsor for our projects. The volunteer who join in this project will design the website for SJV so that it can promote for our projects. He will make it easy to find out information on SJV's website so that volunteers can easily find out what information they want to have. The volunteer also update evaluations from volunteers on the website so that others can know how SJV is doing and how about its projects.

4. Duties and responsibilities:

- Update and manage the website.
- Be ready to help co-workers in case of emergency and/or absence.
- Write reports on activities
- Give full co-operation to the board.
- Update volunteers' evaluations.
- Send newsletter in cooperation with PR coordinator.

5. Qualifications and experiences:

- Have good knowledge about IT (Photoshop, Web Programming Word, Excel, Power Point....)
- Sent by a local voluntary organization or to be a member of a voluntary organization .
- Should be open minded and ready for action
- Aware of intercultural differences.
- Able to share responsibilities with volunteers and to encourage them.
- Prompt to react to unexpected situations.
- Should be ready to live with volunteers full time in basic conditions.
- Have a strong understanding and experience about voluntarism.
- Have a strong sense of commitment and dedication towards making the world a better place.
- Good personnel skills.
- Excellent verbal communication skills in English.
- Should have no problems in public speaking and handling groups.

- Well organized.
- Full of energy, enthusiasm.

6. Work arrangement:

The volunteer will work 7 hours a day and from 30 to 35 hours per week. He /she should come during office hours from 9 am to 6 pm.

The volunteer will have minimum 24 days holidays for 1 year (2 days off per month). Normally, the volunteer does not work on weekends but for special events SJV might ask for his help.

Moreover, the volunteer will have the same holidays as the staff members: Têt holidays and other special holidays (Victory day, Labour day...). The specific dates and the amount of days off will be explained during orientation week on the arrival of the volunteer.

The volunteer will get food money every month so he can cook himself at the LTV house.

He will stay in the LTV House near Tay Ho lake and share dormitories with other volunteers .

The volunteer will get a bus card for the entire time of his project. He will use public bus to go to his project. The bus card covers the entire network of public buses in Hanoi.

The office is located near My Dinh station which is about 1 hour by public transport from the LTV house.

7. Participation fee:

200 EUR/month includes food, transportation and basic accommodation in dormitory of the center. Volunteers will pay all their participation fees one time for their sending organizations or directly to banks and fees will be transferred for SJ Vietnam before volunteers come to Vietnam. Volunteers have to bring the receipts for SJ Vietnam. If they do not pay their participation fees before coming, they will be in the waiting list. They can stay longer or less than couples of months but they are supposed to pay for the whole months and may be a half as well. For example, if volunteers stay for 3 months and 10 days, they are supposed to pay for 3 months and a half (it means they will pay 700 EUR); if they stay for 3 months and 20 days, they are supposed to pay for 4 months (it means they will pay 800 EUR). If volunteers have holiday in the middle of their voluntary durations, the holiday duration will still be considered as their voluntary time so volunteers are supposed to pay for the holiday duration. If they have holiday after finishing all voluntary work with SJ Vietnam, they do not have to pay for that. Following is the address to transfer fee:

Account name: SJ Vietnam

Account number: 4054928

Address: ANZ Hanoi Branch

No 14, Le Thai To Street, Hanoi, Vietnam

Swift: ANZBVNVX

Telephone: +84 438258190

Fax: +84 438258188/9

8. Application procedure:

Interested candidates should email detailed Resume (CV) and an application letter to their voluntary organizations.

The national voluntary organizations have to send their candidates' CVs to: ltv@sjvietnam.org. Our LTV coordinators are responsible for accepting volunteers.