



INTERN JOB DESCRIPTION

Position: Marketing Intern

Location: District 7, Ho Chi Minh City

Supervisor: Operations Manager

Start Date (if any): As soon as possible

Number of Volunteers/Interns Required: 2

ABOUT OUR ORGANISATION

Lawrence S. Ting Foundation (LSTF) was established in 2005 as a local non-profit/non-government organization in Vietnam. So far it has supported with more than one million underprivileged people across the whole country. LSTF mainly provides services and support at education and health sectors to people in need across 63 cities and provinces in Vietnam. You can find more information from our website: www.lstf.org.vn.

POSITION DESCRIPTION

We are looking for marketing interns to support our fund-raising & external engagement works via the digital or physical approaches.

Responsibilities:

- 1) Conduct market research to identify potential target audiences;**
- 2) Produce marketing materials/contents to better engage target audiences;**
 - Contents include messages, photos, video clips, feature stories in EDM/ leaflets, post banner and donation boxes, etc.;
- 3) Support fund-raising and donor engagement related events;**
 - Propose draft ideas of marketing/fund-raising activities;
 - Participate in donor and external partner visits.
- 4) Support other duties as required.**

Knowledge, Skills and Attitudes required:

- Excellent research/data collection and aggregation, writing and editing skills;
- Carefulness, attention to details, punctuality and confidentiality;
- Result orientation;
- Both English and Vietnamese are the main working languages, however, require communications in English (willing to practice communications in English is required);
- Proficient in Photoshop/InDesign/Illustrator is preferred.

Timeframe:

3 days/24 hours per week, usually between the hours of 8:30 a.m. – 5:30 p.m. from Monday to Friday. Interns can choose days with flexibility. A commitment of six months is required with the possibility of extension.

Benefits:

- Learning and practicing skills and techniques for marketing and communications.
- strengthen working skills



- Internship certificate
- Allowances

HOW TO APPLY

Please send your CV and the cover letter in English with email subject “ **Application for Marketing Intern-candidate full name**” to supportus@lstf.org.vn. Please note that applications will be reviewed on a rolling basis and the position will remain open until filled. We sincerely appreciate your interesting in this job opportunity but only shortlisted candidates will be invited for an interview.