



QUỸ HỖ TRỢ CỘNG ĐỒNG ĐÌNH THIÊN LÝ
LAWRENCE S. TING FOUNDATION

We are finding

EVENT MARKETING INTERN

Lawrence S. Ting Foundation (LSTF) was established in 2005 as a local NGO in Vietnam. We mainly provide our services and support in the Education and Healthcare sectors to people in need nationwide. We've helped over 1,821,503 people in Vietnam in 63 provinces/cities.

Lawrence S. Ting Foundation (LSTF) welcomes individuals who are willing to bring their ideas, energy, and knowledge to us. Your contribution is not just for short term relief but works towards making a lasting impact on the communities we serve.

If you are interested, join us now as an Event Marketing Intern!!

Job Information

Work location: LSTF Office

- 3rd Floor, Lawrence S. Ting building - 801 Nguyen Van Linh, Tan Phu Ward, District 7, Ho Chi Minh City.

Working time: From Monday to Friday

- Morning: 8:00 - 12:00
- Afternoon: 13:00 - 17:00
- The working hours can be flexible

Job Description

As an Event Marketing Intern, you will be responsible for:

Create offline visual materials

- Plan, design, and execute the production of all event/campaign's materials, including invitations, brochures, booklets, posters, etc.
- Basic editing Canva or using any other graphic design tool

Event/ Campaign/ Website management

- Support execution of all kinds of events or campaigns
- Support in the management of volunteers/ ambassadors/ participants for events, contest, campaigns related to MKT & Coms activities
- Assisting the MKT & Coms Officer in implementation of day-to-day event/ campaign management activities in close collaboration with partner organizations, vendors, suppliers
- Manage timeline to ensure that all tasks and milestones related to the event or campaign are completed on time by creating an internal detailed timeline/ task list and regularly check progress.
- In charge of CRM activities related to sending email, SMS, newsletter
- Anticipate and address any issues or challenges that may arise during the project. Find solutions to keep the project on track and report to manager
- Help to keep an eye on the budget allocated for the event/campaign and make sure it is not exceeded. Report any financial concerns to the supervisor or officers
- Maintain clear and organized records of all project-related documents, including contracts, permits, and schedules.
- Coordinate the allocation of resources such as human resources, materials, and equipment required for the event/campaign.
- Administrative and organizational tasks required for the events or projects that related to MKT & Coms activities
- Creating after event/ campaign report

Join us, if you:

- Passionate about social issues & marketing, with a spirit for experiential direction and commitment to community-oriented work, seeking employment in NGOs.
- Basic knowledge of Canva, Adobe Photoshop or Adobe Illustrator software
- Basic data analysis skills
- Can communicate in English
- Proficiency in Microsoft Word, Excel and PowerPoint
- Eye for detail and flair for copywriting
- Proactive with integrity
- Team player mindset
- Must thrive on challenging dynamic environment and be able to make things happen
- Self-starter with pride in personal & company performance
- High energy with positive 'can do' attitude, and result driven
- Able to work in a fast-paced environment

BENEFITS?

- Work schedule flexibility
- Competitive salary
- Training & professional development
- Opportunities to work with well-known national & international organizations
- This job is located in Ho Chi Minh, Vietnam



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Lawrence S.Ting information

[Website](#)

[Facebook](#)

How to apply

Please send your CV, a cover letter expressing your interest, and any relevant documents (such as a portfolio) to vy.nguyen@lstf.org.vn, with the email subject [Application for Event Marketing Internship] Full Name.