

PROJECT ADMIN INTERN

Position: Project Admin Intern - Health projects

Number of Positions: 1

Work Location: On-site

Address: Lawrence S. Ting Foundation office at 3rd Floor, Lawrence S. Ting Building, 801 Nguyễn Văn Linh, Tân Mỹ Ward, HỒ Chí Minh City

Work Duration: 1.5 days/week, 12 consecutive months, starting May 4, 2026

ABOUT US

The Lawrence S. Ting Foundation (LSTF) was established in 2005 as a local non-profit and non-governmental organization in Vietnam. To date, LSTF has supported approximately 2.2 million disadvantaged individuals nationwide. LSTF primarily provides services and assistance in education and healthcare for those in need. Its key activities include scholarships, life skills training and workshops for disadvantaged students, rural outreach services, medical equipment donation, and social support donations for people with disabilities. For more details, please visit our website: www.lstf.org.vn.

JOB DESCRIPTION & REQUIREMENTS

About the Role:

We are looking for a proactive, organized Project Admin Intern to join the Lawrence S. Ting Foundation. You will support the implementation of healthcare projects by assisting in administrative coordination, logistics planning, and day-to-day operational tasks. While the administrative work is ongoing, our field activities and outreach events typically occur 1-2 times per month, giving you a balanced mix of office-based coordination and hands-on event support. This role is for someone who enjoys keeping things organized across multiple tasks, is comfortable taking initiative on tasks and able to think on your feet while knowing when to check in and ask for guidance.

Key Responsibilities:

- Assist with scheduling meetings, taking minutes, and following up on action items
- Help maintain organized project files (Google Drive, Excel trackers, etc.)
- Draft basic correspondence, reports, support data entry and basic tracking of project activities
- Support preparation and logistics for project activities, events, workshops, and field visits
- Liaise with vendors for procurement and inventory tracking
- Support on-site operations during project implementation when required
- Perform ad hoc tasks to support project teams

What We're Looking for:

- University student or recent graduate in any field
- Strong organizational skills, time management and attention to detail
- Proficient in MS Office and Google Workspace (Docs, Sheets, Drive)
- Good communication skills in Vietnamese and English (written and spoken)
- Fast learner, adaptable, and willing to take initiative
- Intern is required to bring their own laptop

Preferred (but not required):

- Prior experience in event planning, coordination, volunteer roles, or internships

- Interest in the development/nonprofit sector

What You'll Get:

- Monthly allowance (220.000 VND/working day) and fieldwork expenses covered
- Real experience working on meaningful projects
- Access to internal training materials and project tools
- Mentorship and monthly 1:1 feedback from experienced project staff
- A chance to build your resume with real outputs
- Friendly and supportive team environment
- Opportunities to participate in internal learning sessions and events
- Internship certification

HOW TO APPLY

Apply now by sending CV and Cover letter to linh.ngo@lstf.org.vn (CC tam.nguyen@lstf.org.vn)

Deadline: Rolling applications (open until positions are filled)

For any inquiries, please contact:

Phone: 028-5411-3949

Email: linh.ngo@lstf.org.vn

Please note that applications will be reviewed on a rolling basis, and the position will remain open until we find a suitable candidate. We sincerely appreciate your interest in this opportunity, but only shortlisted candidates will be invited for an interview.