

INFOSHEET SJV-L1405
WEBSITE AND PUBLIC RELATION PROJECT
WEBSITE AND PR DEPARTMENT SUPPORTER AT
SJ VIETNAM



Solidarités Jeunes Vietnam is proud to share with you its values that promotes solidarity, peace and tolerance through youth citizenship projects to improve society during and after voluntarism.

LOCATION OF YOUR PROJECT

The Working place is Suite 903, N1 Building, 282 Linh Nam Street, Hoang Mai District, Ha Noi

[Google Map's Link](#)

BACKGROUND OF THE PROJECT

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-term and long-term international projects, 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 youth and those in socially disadvantaged situations, in local, national and international life.
- Local development that takes into consideration the needs of the individual, the environment and cultural heritage.
- The breakdown 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 and activities of the organization are open to all young people without any forms of discrimination: SJ Vietnam selects its volunteers based on their motivations and skills. For each activity, national or international, it tries to manage the lowest cost possible so it can be accessible to everybody.

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

ROLES AND TASKS

The volunteer will be a full member of the national and international SJ Vietnam organization.

- ⤴ Manage and update the SJ Vietnam website as well as join many different volunteer projects of SJ Vietnam in order to understand more about those activities. Later use this information and these experiences to write articles or to add information to the website.
- ⤴ Update the project info sheets 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, the volunteer can collect pictures from volunteers for the website.

- ✧ Update newsletters and news every week, every month or correct gallery.
- ✧ Plan and run PR campaign.

SJ Vietnam's website will be managed and often updated by the volunteer. The volunteer has to be involved enough in the organization to undertake this position. He/she will help SJ Vietnam to promote the volunteers' work and volunteering in Vietnam and abroad.

DAILY LIFE

The volunteer will work 8 hours a day and from 35-40 hours/week. He/she should come during office hours from 9 am to 6 pm.

Your orientation week

The orientation is to provide an overview of SJ Vietnam and to know more about what the other international volunteers are working on. SJ Vietnam organizes an orientation week for each new volunteer.

DAY 1	Introduction (Fears, expectations, contributions) Letter for yourself	Vietnamese lessons Presentations about Vietnam, SJ Vietnam & its projects
DAY 2	Intercultural learning (going to local market and cook Vietnamese food)	Vietnamese lessons Western and Eastern differences Do's and Don'ts in Vietnam
DAY 3	Visit Project Site	

Accommodation:

The volunteers will stay with Vietnamese families. Details of the accommodation will be sent before volunteers' arrival in Vietnam. Volunteers will have their own rooms or their own beds in a shared room.

Food:

Your meals will be cooked by your host family. You will share breakfast and dinner in your host family and have lunch at the office or outside. Sometime, because host family is working you will have to make your own breakfast.

Day off and holidays:

You have 2 days off per week. Mostly during the weekend, unless there are special events in your working place. You also have 2 additional days off in the month, plus public holidays.

Daily transportation:

There are a lot of buses in Hanoi and you will be able to go to your project's site easily. Your coordinator will explain to you everything you need to know to go from your host family to your working place.

At least 2 weeks prior to your arrival, you must to send to in@sjvietnam.org a colored portrait photo of yourself so that we can make a monthly bus pass for you. The bus card, which will be ready for you from the first day you arrive, can be used for almost every bus inside Hanoi.

Extra information:

- ✧ Most of people have internet in a big city like Ha Noi. It's also easy and cheap to find cyber-cafes all around the city.
- ✧ You will have free time during the evenings and the weekends to spend as you please. During those free moments you can travel to discover further wonders of Vietnam! Located in northern Vietnam, Hanoi is the capital of the country with a population of seven million. The city is a thousand years old and follows the banks of the Red River. Hanoi counts many

colorful districts including the French styled Old Quarter near Hoan Kiem lake, the modern New Quarter, and the more touristy Tay Ho area.

✧ To find out more about Hanoi, you can refer to [Lonely planet Hanoi's link](#).

HOW AND WHEN TO GET THE MEETING POINT

An email will be sent to you with more details, but most of the time on the arrival day the taxi driver will take the volunteer to the host family and our coordinator will be there to welcome and introduce volunteer to the family.

If you do not choose the pick up at the airport you can meet at the meeting point at the office, where you can always find a person of SJ Vietnam to help you.

Address of Volunteer House: Suite 903, N1 Building, 282 Linh Nam Street, Hoang Mai District, Hanoi

[Volunteer's house Link](#)

SPECIAL CONDITIONS AND RESPONSIBILITIES

- Have good knowledge about IT (Photoshop, Web Programming Word, Excel, Power Point and etc.)
- Send 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.
- 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, full of energy, enthusiasm.
- Excellent verbal communication skills in English.
- Should have no problems in public speaking and handling groups.

- Well organized.

WHAT TO BRING

- ✧ A raincoat
- ✧ Cap
- ✧ One long sleeve shirt
- ✧ Water-proof clothes and shoes
- ✧ Sleeping bag
- ✧ Pillow
- ✧ Mosquito spray
- ✧ Mosquito net
- ✧ Basic pharmacy kit
- ✧ Pictures of your hometown and family
- ✧ Games, objects or food from your country
- ✧ Craft materials for your project, if possible
- ✧ A copy of your passport
- ✧ 2 ID pictures of 2 cm x 3 cm to get your bus card made



In Hanoi there are four seasons: spring, summer, autumn, and winter. But it is possible to divide the climate into two main seasons: the rainy season from May to September (it's hot, heavy rain), and the dry season is from October to April (it is cold, little rainfall). Please bring clothes according to the season.

PARTICIPATION FEE AND CONFIRMATION PROCESS

The monthly fee is 7,500,000VND/month. This fee includes food, transportation and basic accommodation with a host family. Volunteers will pay all their participation fees in a single payment to their sending organizations or directly to SJ Vietnam 2 weeks before their arrival in Vietnam. Volunteers must send a scanned copy of the receipt and bring it to SJ Vietnam. If they do not pay their participation fees before coming, they will be put on the waiting list. The volunteers can choose their length of stay but must pay in increments of whole or half months. For example, if volunteers stay for 3 months and 10 days, they must pay for 3 and a half months – the cost will be 26,250,000VND; if they stay for 3

months and 20 days, they are must pay for 4 months – the cost will be 30,000,000VND.

If there are holidays during the duration of the volunteer's time here it will still be considered part of their volunteer time and they must pay for the duration of the holiday. If holidays fall after the volunteer work with SJ Vietnam is finished there will be no additional costs.

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

As soon as you received this Info-sheet, it means that you applied to this project. We are going to send you a confirmation slip and a welcome letter. We recommend you to have it with you at your arrival in Vietnam. And, of course, feel free to contact us anytime if you need more information.

CONTACT

SJV coordinator: *Ms Mien: (+84) 90 4649 753*

Host family: *Your coordinator will send you detail before you arrive*

Emergencies 24/24h- 7/7: *(+84) 90 4649 753*

Feel free to contact us anytime if you want more information. We are looking forward to meeting you soon in Vietnam.