

INFOSHEET SJV-L1416

SUPPORTING IN PR/MARKETING DEPARTMENT AT HOLD THE FUTURE CENTER FOR DISADVANTAGED YOUNGSTER



Solidarités Jeunesses 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

Work location: 96 Co Nhue street, Tu Liem district, Ha Noi, Viet Nam

BACKGROUND OF THE PROJECT

"Hold the Future" is a center in Hanoi for mostly young disabled people. Because of their disability and disadvantaged position in society it is difficult for these people to find work. "Hold the Future" conduct training courses and provide paid work once training is completed. Products produced by the center include lacquer paintings, embroidered fabrics, souvenirs and postcards and are exported to many countries. The proceeds of the sale of these products are directed back to the salaries and daily needs of the disabled people.

ROLES AND TASKS

The center needs volunteers with specific skills to join this project.

Firstly, volunteers will need to assist the director of the center (who is also a disabled person) with website management and PR activities to promote the center. It is useful to have more relationships with the same kind of organizations in foreign countries in order to learn from them; the center hopes volunteers can help them in establishing new partnerships.

The center also requires creative assistance in designing new samples to be produced at the centre. This is a very important way that the center can gain an advantage over other companies in the same industry.

All volunteers at this project need to be patient, enthusiastic and hardworking during their time at the center. Experience in PR and design fields is necessary. Volunteers will find this project very interesting and rewarding.

DAILY LIFE

Volunteer will work 5 days/ week. Sometimes required on the weekend but will be informed and agreed beforehand and will be compensated later.

Your orientation week

SJ Vietnam organizes 3 days of orientation for each new volunteer. One of the LTV coordinators will be your privileged contact during this orientation week and volunteers will welcome you on their project. They will help introduce you to Vietnam's culture, your project, as well as Do's and Don'ts in Vietnam. Furthermore, they will give you the contact of the buddy who will assist you during your duration on the project.

The buddy will join you on some activities, will take you on a city tour, show you some famous places in the area, and can help you to make bookings or tours. He or she will

be available to you through the whole duration of your project in order to make your life easier.

Accommodation:

Volunteers will stay in a private room at same building with the kids in orphanage.

Food:

Food will be provided by the cooking staff. You will have 3 meals everyday with kids and staff there. Sometimes you may make your own if you may prefer another style of breakfast, and it should be better if you can eat alone those days.

Day off and holidays:

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

Daily transportation:

We provide you a bicycle for travelling around this town.

Extra information:

We have been hosting plenty of international volunteers from around the world and we understand that besides the desire to help the local community, volunteers also wish to learn more about Vietnam and its interesting history and culture. Volunteering abroad is a great way to meet new people from different countries, particularly people who have the same interests as you. We hope you can enjoy your time together and we will try our best to help you get the most out of your time in Vietnam.

Above are some recommendations for your reference, there are still plenty of interesting places in Vietnam which are not mentioned and you may discover yourself during your travels.

Note: If you travel and stay overnight in a guest house or hotel, you should take your passport with you. You will need it to check-in. Reception will usually keep it, and give it back when you pay & check-out. It is normal practice for them to hold on to your passport for the duration of your stay!

HOW AND WHEN TO GET THE MEETING POINT

An email will be sent to you with more details. Generally, on the day of arrival, a taxi will take the volunteer to the host family and will be met by our coordinator to welcome and introduce the volunteer to the family.

Alternatively you can always find a representative of SJ Vietnam to help you at:

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

[Volunteer's house Link](#)

SPECIAL CONDITIONS AND RESPONSIBILITIES

- ✧ Sent by a local voluntary organization or a member of a voluntary organization.
- ✧ Should be open minded and ready for action
- ✧ Excellent people management skills.
- ✧ Aware of intercultural differences.
- ✧ Able to share responsibilities with volunteers and to encourage them.
- ✧ Prompt to react to unexpected situations.
- ✧ Able to solve intercultural and personal conflict.
- ✧ Should be ready to live with volunteers in full time basic conditions.
- ✧ A strong understanding and experience about voluntarism.
- ✧ A strong sense of commitment and dedication towards making the world a better place.
- ✧ Good personal skills, full of energy, enthusiastic.
- ✧ Excellent verbal communication skills in English.
- ✧ Well organized.
- ✧ Good sense of humors.

WHAT TO BRING

- ✧ Laptop



- ♣ English teaching materials/book.
- ♣ Small gifts for kids.
- ♣ Text books.
- ♣ A raincoat
- ♣ A pillow
- ♣ A mosquito spray
- ♣ Basic pharmacy kit
- ♣ Pictures of your hometown and family

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. Shortly, 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

LMTV Coordinator: *Ms.Mien* +84.973451575

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



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