



JOB TITLE

Cleanup Event Coordinator (part time)

REPORTS TO

Chief Operating Officer

General Director

The Founder

Job Summary

Responsible for development, planning, coordination, implementation, control and oversight of Keep Hanoi Clean (KHC) clean up events. The clean up event coordinator works closely with the volunteer team, volunteer media team, the management team and other stakeholders to make sure all clean up events are delivered **on time, within budget, and at the desired level of quality** while remaining aligned with strategy, commitments and goals of KHC.

Responsibilities

- Plan to recruit and train volunteer teams to implement monthly clean up events.
- Plan clean up events including site assessment, proposal development, budget management, logistics, paperwork.
- Monitor and oversee clean up activities to make sure they conform to the [Master Cleanup Event SOP](#), goals, guidelines and missions of KHC.
- Maintain positive relationships with volunteers and motivate them to achieve team goals.
- Develop cleanup stakeholder (local businesses, local neighborhood groups, donors, partners, local government) relationships and execute community outreach.
- Execute monthly cleanup events and prepare timely event follow-up.
- Evaluate and assess cleanup events to improve sustainability of future clean up events.
- Prepare impact report and publicize impact.
- Work with the media team to promote cleanup events and visualize impact reports.
- Database management including volunteer database, event records.
- Control equipment inventory and organize the storage.
- Develop, review, update and monitor working procedures, checklists, templates.

Requirements

- University Bachelor's degree is preferred
- Excellent English and Vietnamese language skills - written and verbal
- Leadership and team working skills
- Ability to solve problems
- Solid organizational skills including attention to detail and multitasking skills.
- Strong knowledge of social media and other basic marketing platforms.



- Strong working knowledge of Microsoft Office.
- Friendly, enthusiastic and positive attitude.
- Environmental consciousness

Job Details:

- Part time, 20 hours per week
- 10% local travel
- Location: KHC Office, located at 587 Lac Long Quan, Hanoi, and volunteer project sites

Compensation

- Salary: Competitive and KHC pays a sustainable living wage