

<b>POSITION : Fondacio Asia communication coordinator (VSI Contract) – 12/24 months</b>			
Starting from :	May 2017	Local Responsible :	Charles Bertille
Country :	Philippines	Region Responsible (France):	Patrick Hereng
Project Name :	Fondacio Asia Inc.		
<b>Project Presentation :</b>			
<ul style="list-style-type: none"> <li>- Fondacio Asia Inc. (FAI) is the entity responsible for Fondacio activities across Asia. FAI is overseeing several educative and social development projects. FAI is also supporting those projects from a financial, logistic and communication perspective.</li> <li>- FAI is overseeing the Youth Leadership Development Center (YLDC) in the Philippines, Myanmar, Laos and Malaysia. This project aims at out-of-school or migrant youth offering them a “Lifeskills” training in English, Mathematics, Computer literacy, personal &amp; business Ethics. After this training, our hope is that they will be able to find a job and become committed members of their community.</li> <li>- You will find on our website information on every Fondacio Asia projects: <a href="http://www.fondacio-asia.org">www.fondacio-asia.org</a></li> </ul>			
<b>Mission Description</b>			
<p>This mission involves working on 5 projects: YLDC Philippines/ YLDC Myanmar/ Green Pastures/ YLDC Laos/ YLDC Malaysia/ IFFAsia</p> <p>Under the responsibility of Fondacio Asia Regional Coordinator:</p> <ul style="list-style-type: none"> <li>• Maintain and update Fondacio Asia Website</li> <li>• Follow up the communication process implemented in 2016 (<i>Monthly communication report, New tools creation, promotion materials, implementation of Fondacio's new communication</i>)</li> <li>• Creation and Printing communication support (<i>association/ supplier relationship</i>)</li> <li>• Coordinating annual activity report redaction</li> <li>• Supporting projects when preparing events</li> <li>• Supporting promotion of FAI formation (YLDC, IFFAsia)</li> </ul>			
<b>Expected skills for this position</b>			
<ul style="list-style-type: none"> <li>• Master in communication/ Marketing or experience</li> <li>• Project Management skills</li> <li>• Mastering Wordpress (<i>Website Management</i>)</li> <li>• Mastering Pack Office (<i>Word, Excel, PWP</i>)</li> <li>• Ability to adapt to new environment/ culture</li> <li>• Rigorous &amp; organized</li> <li>• Dynamic and creative</li> <li>• Proficient in English</li> <li>• Proactive – Initiators</li> </ul>			
<b>Local contribution for this volunteering</b>		<b>Accommodation Type</b>	
Accommodation in the Campus Food provided		Individual bedroom in the campus	
<p><b>If you are interested, please feel free to send us your cover letter as well as your resume (preferably in English), to the following address : <a href="mailto:fondacioasia@gmail.com">fondacioasia@gmail.com</a></b></p>			

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[www.fondacio-asia.org](http://www.fondacio-asia.org)


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