

<b>POSITION: International Congress 2018 Coordinator (VSI Contract) – 12/24 months</b>			
Starting from :	August 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>- Fondacio is preparing its 5th International Congress that will take place in May 2018 in the Philippines. International Congress are organized every 5 years and bring together delegates coming from every continent where Fondacio is active (Europe/ South America/ Africa/ Asia). This event will last about 14 days and gather up to 200 people from various countries and background.</li> <li>- In the perspective of preparing this upcoming event, Fondacio Asia is recruiting a Event Coordinator.</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>Preparing the Congress 2018, the Coordinator will need to:</p> <ul style="list-style-type: none"> <li>• Produce detailed proposal for the event</li> <li>• Look for suppliers/ negotiate and conclude contract to ensure relationship</li> <li>• In link with the communication coordinator, promote the event in 3 languages (French, Spanish, English)</li> <li>• Coordinate the work of suppliers and teams before/ during/ after the event (logistic/ catering/ decoration)</li> <li>• Prepare and manage the evaluation of the event in a continuing improvement process</li> </ul>			
<b>Expected skills for this position</b>			
<ul style="list-style-type: none"> <li>• Master in Project Management or experience</li> <li>• Communication Skills</li> <li>• Finance Skills</li> <li>• Mastering Wordpress (Website Management)</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>			

## FONDACIO ASIA

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