

GLOBAL INTERNSHIP PROGRAM

BCCIE is partnering with key employers and organizations internationally to support real-life international working experience for qualified candidates. There is no academic credit available from BCCIE or the employers for these internships.

BCCIE will again offer a position with its Global Internship Program, for a start date ideally in September 2016, in partnership with the Canadian Chamber of Commerce Vietnam.

The Global Internship Program provides participants ...

- unique opportunity to gain international work experience directly related to their field of study
- insight into international business and relations through practical work experience, mentored leadership and subsequent internship project presentations, publications, and social media development
- international work experience with dynamic overseas organizations
- experience in the challenges of supporting and creating international partnerships.

Global Internship Position

Coordinator, Program and Director Support

Canadian Chamber Of Commerce Vietnam

Ho Chi Minh City, Vietnam

Start date: September 2016

Term Length: one year, with a negotiable extension to two years

APPLICATION DEADLINE: August 15th, 2016

Duties

The Coordinator will report to and will support the Canadian Chamber of Commerce Vietnam (CanCham) Director in day-to-day operations including:

- Work in a project-orientated capacity in a dynamic environment with a

strong, capable and dynamic Board of senior and experienced business leaders, community leaders, and dedicated Canadians and Vietnamese

- Provision of financial reporting, accounts and accounting management
- Provision communication support and outreach with current clients: members and sponsors, and potential new clients
- Identify and pursue revenue generating opportunities through CanCham activities: memberships, sponsorships, other fund raising
- Organize and manage activities and events
- Client Relations Management (CRM)
- Develop marketing materials for services and products
- Assist with website management, social media and design
- Maintain relevant databases
- Engagement in networking opportunities
- Engagement in promotion and marketing
- Collaboration with CanCham partners and stakeholders from within Vietnam (such as Department of Global Affairs, Government of Canada, Canadian Embassy in Hanoi, Canadian Consulate in Ho Chi Minh City) and outside (Associations / Organizations / Companies such as BCCIE and CanCham members in Vietnam)
- Submit monthly blogs to BCstudyabroad.CA through BCCIE and the CanCham Newsletter.

Preferred Qualifications

- Eligible candidates will be Canadian citizens and British Columbia residents.
- Candidates will have recently completed or will soon complete a **Master's degree** from a recognized B.C. university in a discipline related to economics, business, marketing/communications, international relations or related fields
- Native-like fluency in English
- Vietnamese language an asset
- Strong written communication skills, especially in reporting and operational communications
- Previous work experience and/or volunteering experience
- Proven understanding and interest in trade and/or commercial issues

- as well as internationalism, and international relations
- Proven interest in cultural dynamics
 - Demonstrated ability to adapt to challenging circumstances and work with limited resources
 - Ability to multitask, work with limited resources and adapt to challenging circumstances
 - Solid networking and people skills
 - Solid skills in strategic thinking and project evaluation
 - Advanced research and organizational skills
 - Attention to details
 - Ability to work independently and to complete tasks on or ahead of schedule
 - Entrepreneurial spirit
 - Outgoing and professional and presentable demeanour
 - Previous international travel, work or volunteer experience, especially in a developing country, is desirable

Remuneration and Conditions

This internship is a contract salaried position of CAD\$1000 monthly. A basic outpatient health insurance policy will be provided, if the candidate requires. Assistance will be given to find appropriate accommodation which is estimated at approximately Cad \$250 for shared or more for private accommodation. Entry visas to Vietnam are readily available locally; support for acquiring your work visa while in Vietnam is available. This internship is conditional upon the candidate's ability to secure a Vietnamese work visa.

Successful candidate will be responsible to fund all personal costs, including airfare to Ho Chi Minh City, passport and entry visas, daily commuting costs, medical insurance, accommodation and all living costs associated with the internship from the remuneration or other self-identified funding sources.

The office is a small one and a collegial one and the successful candidate will need to work in close quarters with colleagues and be an independent worker, both self-sufficient and self-directed.

Application Packages

- **A Cover Letter (one page maximum)**

Your cover letter should clearly describe why you are interested in the position and your experience as it relates to the duties defined in the Preferred Qualifications

- **Resume (two pages maximum)**

Your resume should detail:

1. How your education, work experience and/or life experience relate to the duties defined in the Preferred Qualifications listed for the position; and
2. The names and coordinates of three references (at least one reference should be identified in the mentorship section of the application).

- **Identification of a possible mentor (one page maximum)**

Interns will be required to have a mentor outside of the host organization to provide guidance and mentorship throughout the internship. Mentors ideally will have international experience and work experience in the focus area of the internship. Each applicant should provide one or two names of possible mentors.

Applications should be received at bccie@bccie.bc.ca by the 4:30 PM PST on Monday, August 15th, 2016.