

## Event Coordinator

**Company's name:** Vietnam Green Building Council (VGBC)

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**Company's general information:**

VGBC is the national sustainable building advocacy organization under the umbrella of the World Green Building Council (WGBC). Founded in 2007, the VGBC's goal is to catalyze the transformation of the property sector to meet the challenges of climate change, environmental resource impacts, and human health in buildings. The VGBC has worked to promote sustainability through its LOTUS – the local brand green building certifications, market stakeholder education, and collaboration with key public and private sector partners. At both the building and urban planning level, the council's WGBC directed focus areas include carbon neutrality, resilience, circularity health, water, green finance, and equity. To date, the VGBC has accredited 285 LOTUS professionals, hosted over 200 corporate members, certified 58 LOTUS green buildings, and trained thousands of market stakeholders.

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**Office address:** 587 Lac Long Quan St, Xuan La Ward, Tay Ho District, Hanoi, Vietnam.

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**Job description:**

As an Event Coordinator at VGBC, you will have the opportunity to immerse yourself in the dynamic world of educational projects on sustainability in the built environment and positive impact on society. This position is designed for individuals with an entrepreneurial spirit and are looking for a long-term job commitment. You will work closely with our Marketing and Education team to develop event content, take care of event logistic and engage with our audience and network.

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**Number of vacancies** Two (1)

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**Training period:** 2 month (full-time) or 3 month (part-time)

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**Number of working days:** 5 working days (Mon - Fri)

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**Working hours:** Flexible 8 hours/day or 40 hours/week (full-time)  
24 hours/week (part-time)

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**Mode of working:**  Onsite  Online  Hybrid

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## Role and responsibilities:

- **Event Planning**
  - Help create annual training and event schedule with Marketing, Development Manager and Education Coordinator
  - Simultaneously plan multiple events to occur near monthly each year
  - With marketing team, create strategies for recruiting greater participation in training and event activities
  - Work with venues on event logistics (seating, audio/visual equipment, food and beverage, etc.)
  - Manage working relationships with co-hosting partners (government, academic institutions, companies, etc.), including division of responsibilities clarification
  - Assist with securing sponsorships for events
  - Develop contracts (with support from accounting team) as needed for contracted services for event venues, trainers, speakers, exhibitors
  - Manage events and participants databases
  - Manage special accommodations/benefits for trainers and speakers as needed
  - Manage exhibition activities including exhibitor communications, contracting, space planning (may require hiring of dedicated exhibition assistant)
- **External Events**
  - Help identify external events for future VGBC participation
  - For events hosted by others, manage VGBC participation, such as transport to and from venue, booth/table design
- **Communications**
  - Work with marketing team to develop event information content to share with stakeholders
  - Lead on communication with sponsors and with co-hosting partners
- **Event Implementation:** Supervise event activities and serve as the point of contact for issues resolution
- **Participant satisfaction:** Conduct post event surveys to judge interest in topics, learning acquisition, and overall event satisfaction

## Requirements:

- Final year in Bachelor's or Master's program in Marketing Communication, Business Administration, Environmental Studies, or related field.
- Looking for long-term job commitment
- Strong communication and interpersonal skills, with fluency in written and spoken Vietnamese and English.
- Proactive attitude and time-management skills
- Interest in sustainability development and global issues such as climate change and net-zero carbon
- Proficiency in Microsoft Office Suite, Excel, and ability to learn new software tools quickly.

## Preferable skills:

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- Prior internship or relevant coursework in marketing, communications, event planning or project management, as well as in environmental NGO
- Having knowledge about Vietnam sustainability environment

**KPIs:**

- Successfully recruit event participation (with marketing team support)
- VGBC events are successfully implemented in terms of logistics
- Relations with co-hosting partners are strengthened
- VGBC has a presence each year in influential outside conferences and events
- Participant satisfaction

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**Benefits:**

- Practical hands-on experience in events and projects within the sustainable construction industry.
- Mentorship and guidance from experienced professionals in the field.
- Networking opportunities with industry stakeholders, partners, and experts.
- Opportunity to contribute to meaningful projects and initiatives that promote environmental sustainability.
- Flexible working hours and possibility of remote work arrangements.
- Consideration for long-term job opportunity
- Salary: VND 2 millions/month for Training period and VND 8 millions/month (negotiable) for Official Full-time position