

# **Full-time Management Trainee for Youth Ambassadors**

## ***Who are we?***

Youth Ambassadors (YA) is a non-profit social enterprise dedicated to empowering youths in ASEAN countries and beyond to become changemakers in their respective communities.

We specialize in organizing educational conferences for youths, offering them a platform to learn and be inspired through various activities, workshops, and presentations. More importantly, we aim to promote positive interaction and cooperation between youths of different ethnicities with diverse cultures.

YA programs are primarily youth-led in terms of planning, organization, and execution; hence our tagline, “Youth Empowering Youth”.

We also facilitate the incubation and implementation of socially meaningful projects conceptualized by our conference participants in their respective countries to improve the lives of their communities.

***Who we are looking for:*** Youngsters who have the willingness to work attitude and are eager to improve themselves. The ideal candidate of Youth Ambassadors Singapore is responsible for mainly, but not limited, to the followings:

## ***1) Outreach of YA events, Community Engagement Program, and English Camp:***

- To compile the database of schools in Vietnam, Hong Kong, and other Chinese-spoken countries
- Coordinate travel arrangements and prepare itineraries
- To write reports on outreach visits and compile them into the database
- Follow-up communications via email and phone calls to schools to encourage them to sign up for the conference
- Coordinate with the participating schools/agents to obtain registration forms and consent forms

- Attend to requests and inquiries from the schools/agents
- Contact and follow up with individuals who inquired through the website
- Manage visa applications
- Translate documents from English to Mandarin

**2) *Publicity of YA events, Community Engagement Program, and English Camp***

- To design posters and brochures for the Vietnamese market
- Update brochures from time to time in Chinese

**3) *Any other work that may arise from time to time for the outreach and execution of the conference.***

***Requirements:***

- Good English communication (both verbal and written)
- Good verbal and written communications skills in Mandarin to handle Chinese Speaking Clients, Business Partners, Governments, and other organizations in countries including China, Hong Kong & Taiwan, etc
- PC literate in Microsoft Office, Excel, and PowerPoint
- Team -player with excellent interpersonal
- Ability to work independently and closely with internal and external parties

***Benefits:***

- Salary is negotiable based on your competence
- Business trip costs (transportation, accommodation) will be borne by the company
- Meal allowance for business trips within Vietnam will be paid on the cost basis
- Time of internship: 3-6 months. Students with good performance may have chances to be trained in either Malaysia or Singapore for 2 to 4 weeks

*\*Prefer students who can start working immediately full-time.*

***How can you find us:***

*Address: Dong Tay TCI Building, 103 Tan Cang Street, Ward 25, Binh Thanh District, Ho Chi Minh City)*

*To learn more about us, you can also visit our website:*  
<http://sgyouthambassadors.org/or> our Facebook

<https://www.facebook.com/youthambassadorsvn>

*Application process: Please send your CV application in English (and/or Chinese) with the title: Full-time Intern for YA\_Full name to [vietoffice@transinex.com.sg](mailto:vietoffice@transinex.com.sg) and cc to [girliea@transinex.com.sg](mailto:girliea@transinex.com.sg) and [transinexchina@gmail.com](mailto:transinexchina@gmail.com)*