

Volunteer Announcement of Hosting Coordinator

The vacancy will be closed on 15 July 2026.

Habitat for Humanity International founded in United States in 1976. Habitat now works in 1,400 communities across the U.S. and in nearly 70 countries and has helped 6.8 million people achieve strength, stability and independence through safe, decent and affordable shelter.

Habitat for Humanity International in Vietnam (Habitat Vietnam) has been working in Vietnam since 2001. Over the past 25 years, Habitat Vietnam has been delivering holistic housing approach to Vietnamese people, especially vulnerable groups by supporting and empowering communities to take ownership in improving their living conditions. Since then, Habitat Vietnam has served nearly 36,000 families through housing interventions, water and sanitation, post-disaster recovery, and more than 320,000 people through capacity building.

Our vision: A world where everyone has a decent place to live.

Our mission: Seeking to put God's love into action Habitat for Humanity brings people together to build homes, communities and hope.

Our core values: Humility, Courage, and Accountabilities

For more details, please visit us: <http://www.habitat.org/>

Habitat for Humanity International in Vietnam is committed to managing operations and stakeholders so as not to do harm to the community and beneficiaries. We are committed to preventing, monitoring and eliminating risks, and strictly handling violations (Safeguarding Policy).

We recruit people based on suitable knowledge, skills, and experience compared to job requirements and the candidates' commitment to share Habitat's values. Recruitment and work opportunities are fair for candidates regardless of age, origin, race, religion, marital status, sexual orientation, physical or mental disability, etc.

Candidates who are interested in Habitat's Vision & Mission, please send us your comprehensive **CV & Cover Letter** in English highlighting your interest and capabilities to application@habitatvietnam.org.

Please also mention in the CV/Cover Letter the contact details (including telephone number and email) of 3 referees including the most recent direct supervisors.

All potential candidates are welcome. However, your application form will be screened, and only suitable candidates will be contacted.

Work Location:	Hoi An, Que Son, Da Nang
Working Period	20 – 28 Aug 2026 Online training (one day)
Supervisor	Volunteer Program Manager
Report to	Hosting Leader
Department	Volunteer Program
KEY RESPONSIBILITIES 1. Translate between English and Vietnamese. 2. Support communication between volunteers, House Leader, construction team, homeowners, community, and HFHV/HFHF staff. 3. Serve as the main contact point for the volunteer team.	

4. Coordinate daily schedule, headcount, transport, meals, water, supplies, and rest areas.
5. Support on-site activities, ceremonies, handover preparation, and issue resolutions.
6. Monitor volunteer health, safety, PPE, first aid, and rest areas.
7. Collect feedback and take/share photos when needed.

KEY WORKING RELATIONSHIPS

Will this position work with vulnerable groups? Yes ☒ No ☐

- Local partners/ governments at all levels
- Local people (children, women, elderly, PWD, ethnic minorities...)
- Vendors/Suppliers
- Local and international volunteers
- Consultants/ consultancy

PERFORMANCE EXPECTATIONS:

1. Daily activities are completed according to schedule.
2. Volunteers are provided with clear guidance and support
3. Volunteers have sufficient food, water, supplies, PPE, and rest.
4. Safety briefings are completed, and incidents are reported promptly after the volunteer is safe.
5. Volunteers are positively engaged with the family and community.
6. Serious or major volunteer complaints are avoided.
7. Assigned tasks and agreed performance plans are completed properly.

CRITICAL JOB REQUIREMENTS

1. Nationality: Vietnamese
2. The volunteer must be over 18 years old and based in Da Nang or self-manage to Da Nang
3. English – intermediate level / IELTS 6.5 / TOEIC 700 / B2 or equivalent
4. Organizing & coordinating skills
5. Intermediate level of problem-solving skills
6. Intermediate level of business communication in both Vietnamese & English
7. Intermediate level of presentation skills or public speaking
8. Awareness of cultural diversity

TRAINING, ACCOMMODATION, TRANSPORTATION AND MEALS

- Training will be provided, including: basic information about Habitat, technical terms, first aid, duty of care, and general construction requirements.
- Accommodation, transportation, and meals in Hoi An and the project site will be covered by Habitat