

Volunteer Announcement of Event & Communication Supporter

The vacancy will be closed by July 25, 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 61,000 families through housing interventions, water and sanitation, post-disaster recovery, and nearly 245,000 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/> <http://habitatvietnam.org/>

Habitat 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). Therefore, our recruitment process will require candidates to provide criminal records and contact information of 03 managers they have worked with for reference check.

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.

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 – 29. Aug.2026 Online training (one day)
Supervisor	Resource Development and Communication Manager
Report to	Resource Development and Communication Specialist
Department	Resource Development and Communication
ROLE OVERVIEW	

Habitat for Humanity Vietnam (HFHV) is seeking enthusiastic and proactive volunteers to support the implementation of the Vietnam Special Build 2026, a signature volunteer engagement event that brings together international and local volunteers, homeowner families, community members.

The Event & Communication Supporter will play a dual role in supporting both event implementation and communications documentation throughout the Special Build journey. Working closely with the Resource Development & Communication (RDC) Team and event coordinators, the volunteer will assist in organizing and facilitating key event activities while also documenting the volunteer experience through photos, videos, interviews, and social media content. The role is ideal for students or young professionals interested in communications, event management, storytelling, community engagement, and nonprofit development.

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

KEY ACCOUNTABILITIES / RESPONSIBILITIES

Volunteers may support one or more of the following workstreams based on their skills, experience, interests, and operational needs of the event:

1. Storytelling & Documentation
 - Capture high-quality photographs and videos documenting the Special Build experience.
 - Conduct short interviews with volunteers, homeowners, partners, and Habitat representatives.
 - Collect testimonials, reflections, and impact stories from participants.
 - Record key event moments, build-site activities, and community interactions.
 - Support the production of event recap videos, social media reels, and highlight content
2. Content & Communication Support
 - Develop draft social media content highlighting: daily build progress, volunteer experiences, homeowner stories, event highlights and achievements.
 - Support real-time event coverage across Habitat Vietnam communication channels.
 - Assist in preparing captions, short stories, and event updates.
 - Ensure content aligns with Habitat Vietnam branding, safeguarding standards, and communication guidelines.
3. Other event supports: Set-up and coordination for key Special Build events, including:
 - Welcome ceremony and dinner.
 - Closing ceremony
 - Volunteer circle night and team engagement activities

STANDARD PERFORMANCE EXPECTATION

1. Demonstrate professionalism, reliability, and accountability throughout the placement.
2. Provide timely and effective support to ensure smooth implementation of all assigned event activities.
3. Ensure accurate documentation of key event moments and participant experiences.
4. Maintain positive and respectful relationships with volunteers, homeowners, community members, partners, and Habitat staff.
5. Deliver high-quality photographs, video footage, and communication materials according to agreed timelines.

CRITICAL JOB REQUIREMENTS

1. The volunteer must be over 18 years old and based in Da Nang or self-manage to Da Nang
2. Students with majority in communications, journalism, media, multimedia, marketing, public Relations, film Production, photography, or related fields are encouraged to apply.
3. Previous experience in photography, videography, storytelling, content creation, or event documentation is required.
4. Proven photography skills and experience using DSLR, mirrorless cameras, smartphones, or equivalent equipment.
5. English – intermediate level / IELTS 6.5 / TOEIC 700 / B2 or equivalent

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 during the program.