

## Call for Applications – Project88 Operations Specialist

Are you an experienced administrative professional looking to support human rights researchers, advocates, and activists working on the digital frontlines?

[Project88](#) (“Dự án 88”) is seeking an Operations Specialist to join our dynamic and international team to further our mission of supporting and defending embattled Vietnamese human rights activists.

### JOB PURPOSE

As our Operations Specialist, you will support effective grant management, staff wellbeing, and sustainable decision-making by delivering insightful financial reporting and facilitating the development of institutional policies.

### ABOUT US

Project88 is a non-governmental organization headquartered in the United States but with staff located across the globe. Established in 2012, Project88 has built a reputation as a leading human rights expert on Vietnam. We investigate allegations of abuse, expose violations, and advocate for the repeal of repressive laws and the release of political prisoners.

### RESPONSIBILITIES

Responsibilities as an Operations Specialist include but are not limited to:

- Bookkeeping/financial
  - Maintain a system to categorize, label, and upload bank statements, bills, timesheets, invoices, receipts, and other supporting financial documents to electronic files
  - Track and process donations, income, and expenses by grants
  - Process and pay invoices
  - Work closely with the Accountant for bank reconciliation, taxes, payroll, etc
  - Update Co-Directors and Board on financial position
  - Prepare reports for annual audit
- Grant management and fundraising
  - Track deadlines for grant reporting and communicate with grantors
  - Draft reports for grant reporting
  - Identify new funding opportunities and develop a long-term fundraising strategy
  - Represent the work of Project88 to existing and prospective supporters

- Human resources
  - Communicate with team members regarding payments and administrative issues
  - Participate in recruiting, hiring, training, and evaluating new and existing team members along with the Board and Co-Directors
  - Identify continuing education training opportunities for team members
  - Purchase software and equipment for team members
  - Support the Co-Directors to identify, develop, and implement new human resources policies
  - Monitor adherence to internal policies and serve as point of contact for team member questions

**Minimum Qualifications:**

- Outstanding interpersonal skills for effective collaboration within the organization and with external partners
- Attention to detail for organizing and analyzing administrative and financial documents
- Basic knowledge of financial principles and bookkeeping
- Ability to maintain confidentiality
- Demonstrated interest on human rights issues
- Ability to work independently as well as collaboratively with a decentralized team
- Proficiency in English

**Additional Preferred Qualifications:**

- Vietnamese language skills
- Strong analytical skills and experience reporting financial insights to senior stakeholders
- Prior experience working in a nonprofit setting
- Knowledge of Quickbooks and/or advanced accounting principles

**WHAT WE OFFER**

An Operations Specialist working with Project88 will be able to learn and practice a variety of essential skills including:

- Nonprofit grant management
- Nonprofit bookkeeping
- Human resources management
- Collaboration in strategic planning with organizational leadership
- Organizational growth planning, budgeting, and financial forecasting
- Knowledge of the Vietnamese human rights context specifically

**Reports to:** Co-Directors

**Location:** Bangkok, Thailand, or remote

**Hours:** The hours are expected to be 10-20 hours per week as a start, with the potential for more hours and growth with the organization for the right applicant and as funds are available.

**Designation:** Staff, part-time

**Compensation:** USD salary commensurate with experience, paid monthly

## **HOW TO APPLY**

Applicants should send a brief cover letter outlining their motivations to join the team, making sure to note any prior experience with nonprofit financial or grant management and subject matter knowledge related to Vietnam and/or human rights (helpful but not essential). Applicants should also include a current resume or CV.

Application materials can be sent to [recruit.project88@gmail.com](mailto:recruit.project88@gmail.com). All applications must be received by April 8, 2024, date to be considered. Questions may be directed to the same address. We very much look forward to hearing from you!

- [The Project88 Team](#)