



UNIS HANOI - POSITION DESCRIPTION

Division: Marketing & Communications
Position: Event Support Intern
Working term: August 2026 – January 2027

DUTIES AND RESPONSIBILITIES

Event Planning & Coordination

- Support the planning and execution of school events, including performances, celebrations, community gatherings, fundraising activities, and special projects.
- Assist with event logistics, including venue preparation, signage, materials, registration, guest management, and event setup and breakdown.
- Help maintain event timelines, task lists, and planning documents to ensure smooth execution.
- Coordinate with internal stakeholders, vendors, and service providers as needed.

Event Operations & On-Site Support

- Provide on-site support during events, including guest registration, wayfinding, hospitality, photography coordination, and troubleshooting.
- Assist in ensuring events run smoothly and that guests have a positive experience.
- Support the preparation and distribution of event materials and communications.

Communications & Administrative Support

- Assist with drafting event-related communications, invitations, registrations, and reminders.
- Support the collection and organisation of event information, attendance records, and feedback.
- Maintain accurate event documentation and filing systems.

Collaboration & Project Support

- Work closely with the Marketing and Communications team and other departments across the school.
- Participate in planning meetings and contribute ideas to enhance event experiences.
- Provide general administrative and project support for MarCom initiatives as needed.

POSITION REQUIREMENTS

Educational Background

- Currently enrolled in, or recently graduated from, a relevant degree program such as Event Management, Hospitality, Marketing, Communications, Business Administration, Public Relations, or a related field.

Skills & Experience

- Strong organisational and time-management skills.
- Ability to manage multiple tasks and deadlines in a fast-paced environment.
- Strong attention to detail and problem-solving abilities.
- Proficiency in Microsoft Office and/or Google Workspace.
- Familiarity with event planning, customer service, or hospitality is an advantage.

Communication & Interpersonal Skills

- Strong verbal and written communication skills in English.
- Comfortable interacting with students, parents, staff, and external guests.
- Ability to work effectively with a wide range of stakeholders.

Professional Attributes

- Strong punctuality and professionalism.
- Positive attitude and willingness to learn.
- Ability to work both independently and collaboratively within a team.
- Willingness to occasionally support events outside of regular school hours (with advance notice).

Preferred Qualities

- Interest in community engagement, event management, and communications.
- Previous experience volunteering or supporting events is an advantage.
- Enjoy working in a dynamic, people-focused environment.

BENEFITS

- Internship allowance.
- Opportunity to work in a professional international organization.
- Mentorship and guidance from experienced communications professionals.
- Upon successful completion of the internship, interns may be eligible to receive a Letter of Recommendation from the Communications Manager.

HOW TO APPLY

Interested candidates are invited to submit your applications via email to tlphuong@unishanoi.org by July 3, 2026.