

Position: Community Engagement Coordinator – Vietnam (10-12 month contract)

Location: Vietnam (in-person, hybrid, or fully remote; significant in-country travel required)

Social Accountability International (SAI) is a global non-governmental organization working to advance human rights for workers around the world. SAI's vision is of decent work everywhere—sustained by an understanding that socially responsible workplaces benefit business while securing fundamental human rights. SAI empowers workers and managers at all levels of businesses and supply chains through social standards and guidance, training and capacity-building programs, and convening partnerships that drive dialogue and consensus-based solutions. For more information about SAI, visit our website at <https://sa-intl.org>.

Job Description

As a member of SAI's **Innovation & Partnerships team**, the **Community Engagement Coordinator** will lead in-country implementation of SAI's *Advancing Labor Rights through Community Engagement* project. This 12-month initiative, seeks to strengthen labor rights and improve community wellbeing by empowering workers, families, and local organizations to address root causes of labor issues and promote decent work. The **Community Engagement Coordinator** will conduct stakeholder mapping and community diagnostics to prioritize local needs, facilitate Community Circles (CCs), build partnerships with companies and civil society, and support locally led actions that advance safer and more resilient communities. Success in this role would result in well-functioning Community Circles, measurable positive impact in communities, and development of strong linkages between communities, companies, and support services.

Reporting to the **Director of Innovation & Partnerships**, the **Community Engagement Coordinator** will:

Community Engagement & Facilitation

- Conduct community mapping and diagnostics using participatory tools (talking maps, focus groups, Photovoice, stakeholder mapping, etc.).
- Facilitate the formation and regular meetings of Community Circles, ensuring diverse participation (workers, parents, youth, educators, local leaders).
- Provide ongoing facilitation, coaching, and support to CCs, fostering inclusion, trust, and effective problem-solving.
- Mentor emerging local leaders to sustain CC activities beyond the project.

Training & Capacity Building

- Deliver tailored training sessions to CCs on labor rights, child labor, forced labor, grievance mechanisms, advocacy, and community action planning.
- Support CCs in designing and implementing local actions that address identified labor risks.

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- Assist community members in developing skills such as proposal writing, conflict resolution, and engaging with government and private sector actors.

Private Sector & Stakeholder Engagement

- Map local companies and facilitate company participation in community engagement activities.
- Deliver training to company representatives on meaningful community engagement.
- Build and maintain relationships with local NGOs, CSOs, schools, and government offices to leverage resources and support CC initiatives.

Monitoring, Learning & Reporting

- Track progress of CC activities and local action plans using project monitoring tools.
- Document community stories, outcomes, and lessons learned.
- Prepare timely reports and updates for the SAI HQ team.
- Other administrative duties as necessary.

Qualifications

Not all great candidates will meet the full list of criteria below. If you believe you would be a strong candidate, we encourage you to apply.

- 5+ years of experience in community development, labor rights, social work, public health, or a related field with proven community facilitation experience.
- Strong understanding of labor rights issues relevant to the country context, including child labor, forced labor, gender equity, and grievance mechanisms.
- Demonstrated ability to organize diverse groups, manage group dynamics, and facilitate participatory learning for adults and youth.
- Experience partnering with civil society, community leaders, government, and private sector stakeholders.
- Competence in basic project administration, budgeting for small grants, monitoring data collection, and report writing.
- Excellent communication skills; fluency in local language and working proficiency in English.
- Ability to travel regularly within the country and to work occasional evenings or weekends to meet community schedules.

Compensation

Commensurate with candidate experience and appropriate for a charitable organization of SAI's size.

Application

To apply, please send 1) a resume and 2) a cover letter explaining your qualifications and interest in the position to recruits@sa-intl.org. MUST include **"SAI Community Engagement Coordinator – Vietnam 2025"** in the subject line of email submission to be considered.

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