

ADVOCACY & COMMUNICATIONS MANAGER OPPORTUNITY AMERICAN CHAMBER OF COMMERCE IN VIETNAM-HO CHI MINH CITY

The American Chamber of Commerce in Vietnam—Ho Chi Minh City (AmCham Vietnam) is looking to expand its Executive Team in HCMC to include an engaging and talented person as its Advocacy & Communications Manager. This newly created role reflects the growing membership and desired investment to make AmCham Vietnam the most strategic, influential, and dynamic business association in Vietnam that drives innovation and helps its member companies succeed in Vietnam.

About us: AmCham Vietnam is one of the largest and most influential foreign business associations in Vietnam. The Ho Chi Minh City Chapter itself has over 500 corporate members and over 1,500 business representatives, representing U.S., Vietnamese, and multinational large, small, and medium enterprises, as well as individual entrepreneurs. We are a non-governmental, non-profit, and non-partisan organization that exists to serve our members with the mission of promoting trade and investment between the United States and Vietnam and serving as the voice of American business in Vietnam. Last year, we celebrated our 25th anniversary in Vietnam, the remarkable transformation of our trade and investment partnership, and the growing partnership between the people of our nations.

Incredible Opportunities! By joining the AmCham Vietnam HCMC team, you will share your talent and passion with others on the Executive Team and the Board of Governors to maximize member engagement and influence important policy and regulations affecting our members. This role will also involve regular interactions with government officials, business community and other business associations. Notably, you will cultivate and build relationships with key U.S. and Vietnamese government officials and work directly with of the most successful business leaders in Vietnam today. Together, our members represent billions of dollars in foreign investment, tens of thousands of direct employees, hundreds of thousands of indirect employees, and a significant share of Ho Chi Minh City's and Vietnam's exports and tax revenues.

- *Communicate AmCham's news & messages:* This position will include developing and executing communications to effectively reach AmCham's membership and potential members, among other stakeholders.
- *Drive the advocacy strategy:* AmCham Vietnam is committed to partnering with U.S. and Vietnamese authorities to develop the regulatory and legal frameworks to optimize the business environment for our members and the business environment to promote trade and investment between our countries. This role provides opportunities to develop, communicate, and advocate on issues / recommendations of concerns and interests for AmCham members in accordance with AmCham's mission and priorities. The person filling this role acts as a focal point for all advocacy activities of the HCMC Chamber.

The Advocacy & Communications Manager will lead advocacy and communication efforts of AmCham Vietnam HCMC, by working closely with and on behalf of AmCham members, AmCham committees, its Executive Director, the Board of Governors and other key stakeholders. He/she will report directly to the Executive Director (and the Board of Governor's Chairperson), and will also require close coordination with Board of Governors.

RESPONSIBILITIES & OPPORTUNITIES:

- Develop close relationships with key AmCham members, AmCham committees, U.S. mission in Vietnam and central and local Vietnamese government agencies and other stakeholders;
- Point of contact for AmCham members, Board of Governors, Executive Director, Chair and committee leaders on advocacy issues;
- Support the day-to-day organization of advocacy and communication activities, such as preparing presentations, reports and correspondence, overseeing the production and dissemination of position papers and other advocacy materials, organizing direct and group meetings, conferences, seminars and visits for AmCham members and Chamber to U.S. mission, central and local Vietnamese government agencies and other stakeholders;
- Research, track and disseminate information on key VN-US issues for the membership, policy and macro economic trends and issues, priority legislation and regulations in Vietnam, US and the region;
- Provide strategic advice and guidance on advocacy related matters, develop advocacy campaigns, and support a network of members and committees for influencing policy at national, provincial and city levels;
- Develop communications for AmCham members on social media, website and other methods to support the other activities of the Chamber.

Professional Qualifications:

- Strong written and oral communication skills in English and Vietnamese - native Vietnamese and near-native English
- Knowledge of Vietnamese and U.S. governmental structures and trade and investment policy issues
- Ability to interface and engage with representatives of U.S. government, Vietnamese government, businesses, and NGOs, including at senior-levels
- Experience conducting public outreach with media and via social media
- Demonstrated ability to work in teams with Vietnamese and foreign colleagues. Management experience a plus.
- Ideal candidate will have a minimum of 4 years professional experience