



Job Description

Job Title:	Project Coordinator
Location:	Bangkok, office-based
Supervisor:	Director
Contract duration:	1 year, full time

Evident is a small Bangkok-based company focused on research projects and translation evidence to concrete actions to improve the way we look after children around the world. We are driven by four core values:

BRAVERY: Evident is committed to exploring beyond the surface and pushing boundaries wherever the data justifies it.

CARE: With conscious consideration and expertise we work with you to reach your target populations.

INTEGRITY: Evident is always committed to responsible data interpretation.

RESPECT: We prioritize your expertise and the needs of your target populations to determine where our input can be of most use

Evident specializes in addressing the risks of child sexual abuse and exploitation and human trafficking. Beyond simply doing research, we go the extra step to help our partners translate and carefully use evidence in ways that will bring sustainable change. We provide services in research, project management, design and training.

Position Overview

This is a fixed term, full-time position based in our Bangkok office. The role will provide logistical and technical support to the team on a range of tasks, in particular working with two Project Managers on two current projects. The role will report to the Director.

Event coordination, reporting & communications

- Manage procurement and oversee contractors for a range of project activities.
- Coordinate arrangements for expert consultations and meetings.
- Process and track expenses related to projects.
- Maintain organized project documentation.
- Support team members with development of concept notes, running orders, participant lists, event summaries.
- Draft communications products such as briefs, media releases, speaking notes and social media content.

Research tasks such as literature reviews, data collection and analysis

- Conduct systematic searches and preliminary analysis for literature and desk reviews.
- Provide or coordinate transcription, translation and coding of qualitative interview data.
- Support quantitative analysis of survey data.



- Together with senior staff, contribute technical input and support the drafting of research and policy papers.

Curriculum and training resource development

- Support senior staff in drafting and editing of training curriculum and resources.
- Work with contractors on design and layout of knowledge and learning products.
- Support arrangements for consultations with target audiences of training content.
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Person Profile

- Bachelor degree in relevant field.
- At least three years demonstrated project management skills.
- Interest in research, experience with qualitative and quantitative analysis.
- Excellent spoken and written English language skills.
- Strong Thai language skills highly desirable.
- Experience with event planning and management.
- Experience working with LGBTQ+ populations and young people is an advantage.
- Experience and knowledge related to child online safety is a strong advantage.
- Competent with a range of software, including cloud-based collaborative packages and online research tools.

Travel Requirements

- Domestic travel for field work and events outside the office will be occasionally required.

Compensation and Benefits

Package details to be provided upon interview, but include competitive salary in the range of THB60,000-80,000 monthly, health insurance, and opportunities for professional development. This position is open to Thai or international applicants however, relocation costs to Bangkok, Thailand will not be supported.

Application Process

Interested candidates should submit a CV (<4 pages) and cover letter (<2 pages) that specifically responds to the person profile by 5pm (BKK time) on Thursday 6 November to hello@itsevident.org

The selection process is expected to take approximately 4 weeks. All applicants will be informed of the outcome of their application.

Equal Opportunity and Child Safeguarding

Evident is committed to a diverse and inclusive workplace where everyone is respected and supported to bring their authentic selves to work. We welcome and embrace differences in our team.

As an organization that works with children and other vulnerable populations, employment is contingent on police record checks regarding crimes related to violence or crimes against children. Employment is also contingent on ongoing compliance with our Staff Code of Conduct - available on our website.

