



Community Relations Manager

About Soi Dog Foundation:

Soi Dog Foundation is the largest animal welfare organisation in Asia dedicated to helping stray dogs and cats. Soi Dog Foundation sterilises, vaccinates, administers medical treatment, shelters, promotes adoption of stray dogs and cats in Thailand, and runs education programmes on animal welfare. Soi Dog Foundation is also actively working to end Asia's dog and cat meat trade.

Soi Dog's Mission Statement is: **"To improve the welfare of dogs and cats in Asia, resulting in better lives for both the animal and human communities, to create a society without homeless animals, and to ultimately end animal cruelty"**.

For more information, please visit www.soidog.org

JOB DESCRIPTION

Job Title and Summary: The Community Relations Manager designs, plans, implements and oversees all Community Relations activities related to community mobilization to improve human attitudes towards animals to enhance the wellbeing of dogs and cats in a sustainable manner. Through record-keeping, monitoring and evaluation & adjusting methods as needed, ensures this department's goals are met.

Community Relations Programme:

The Community Relations Programme fosters positive attitudes in the community towards animals, through educating about animals' needs and responsible pet ownership as well as the responsibility of communities towards the animals that live among them. Through empowering communities with training, Soi Dog Foundation's Community Relations Programme produces responsible and caring members of society who take ownership of the animals in their communities and take accountability of their actions becoming more conscientious members of the society.

Key Responsibilities:

- Manages, trains and oversees staff (Community Liaison Officers/CLOs) and ensures timely execution of action plan and evaluation of department activities.
- Maintains a dog and cat feeder list and distributes resources accordingly as per annual MoUs with feeders.

- Works in close proximity with the Community Outreach Programme (COP) and the dog and cat hospital to inspect areas before and after animal sterilization and treatment and provide necessary education where required.
- Sets up locations to hold educational workshops for feeders and community members around Phuket.
- Designs, creates and organizes workshops to guide and educate the communities.
- Seeks out valuable partnerships and nominates and trains local ambassadors to mobilize communities in a sustainable matter to enhance the wellbeing of animals and humans.
- Oversees the development of brochures, posters and other educational materials.
- Conducts dog and cat population and human attitude surveys to monitor and evaluate the progress of the programme.
- Performs thorough record keeping; prepares and submits accurate monthly reports and annual reports to immediate supervisor.
- As part of the Soi Dog team, is available to help as needed, even with tasks that are outside of the job description.

Department and Supervisor: Animal Welfare Department. This position reports to the Community Engagement Director.

Skills and Qualifications:

- Thai nationality only
- At least 3 years related work experience, in customer service and/or stakeholder management. Experience working in community development and working in the non-profit sector is an advantage.
- Management experience. Leading, disciplining and developing a team to achieve department goals.
- Bachelor's degree in Education, Psychology, Communications or related field is an advantage.

- Great communicator, Thai language. Good command of the English language.
- Good analytical skills, computer literate, well organised and dedicated.
- Confident with excellent people management skills. Training skill is an advantage.
- Ability to travel locally and regionally. Must have own mode of transportation. Will be required to work in the field (outside of office).
- Clean driving license Type 2

Location: Mai Khao, Phuket

Type of Employment: Full-time

Benefits:

- Five-day work a week, 40 hours per week with two days off. Employee may start and finish work different times depending on their duties as directed by their manager.
- 19 annual holidays (including Thai National Holidays 13 days) rising to 25 days with year of service
- Annual Salary Adjustment
- Annual Service bonus
- Social Security
- Provident Fund
- Uniform

HOW TO APPLY

Please send your CV together with a covering letter **in ENGLISH** detailing why you think you would be appropriate for this role, to hr@soidog.org

Short-listed candidates will be notified by email.