

International Adoptions Coordinator

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 South East Asia's dog meat trade, and is expanding within South East Asia, having recently opened an operation in Vietnam.

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”**. Its core values are compassion, honesty, integrity and transparency.

JOB DESCRIPTION

Job Title and Summary: The purpose of this role is to secure safe and appropriate adoptions of dogs and cats to homes overseas. The Coordinator is expected to manage the full adoptions process, which includes responding to enquiries, screening potential adopters to find the best home possible for each animal, liaising with the Logistics team to ensure animals reach their new homes in a safe and timely manner, and working with International Adoption Managers & their teams to support new owners post adoption.

Key Responsibilities:

- Respond to international adoption enquiries
- Tactfully screen all potential adopters, to ensure dogs and cats go to an appropriate and safe home
- Liaise with international support teams with regards to home visits
- Liaise with a wide range of departments, such as the Animal Welfare Team, to ensure adopters receive timely and transparent information about an animal's health and behavioural status
- Liaise with International Adoption Managers & their teams to support new owners post adoption. Work closely with them to build relationships, ensuring a smooth and efficient Adoption process
- Update all records in line with Soi Dog Foundation's adoptions policies and procedures
- Engage in wider promotional events
- Work with the Adoptions Marketing Coordinator to assist in adoption promotions as and when needed

Department and Supervisor: This post reports to the Adoptions Manager

Skills and Qualifications:

Essential:

- Excellent spoken and written English
- Good organisational skills
- Strong communication skills, ability to communicate with internal and external stakeholders and be a supportive, team player
- Excellent time management skills and ability to prioritise tasks to manage a wide and varied case load
- Strong IT skills. Experience working with Microsoft products, including Email, O365, Word and Excel

Desirable:

- Previous experience of working with animals is an advantage
- Experience in marketing, website content management and social media marketing

Location: The post is based at Soi Dog Foundation's shelter in Mai Khao, Northern Phuket.

Type of Employment: This is a full time paid post.

Benefits:

- Five-day work a week 08:00-17:00 with two days off. (May be required to work weekend or flexible time depending on their duties as directed by their Head of Department.)
- 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

Soi Dog is an equal opportunities employer and does not discriminate on the basis of age, sex, sexuality, religion or disability. Soi Dog Foundation does give preference to Thai candidates for jobs in Thailand.

HOW TO APPLY

Please send your CV, together with a covering letter detailing why you think you would be appropriate for this role, to hr@soidog.org to reach us by **31st March 2019**. Short-listed candidates will be notified by email.