

Local 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

Purpose of role: The purpose of this role is to secure safe and appropriate adoptions of dogs and cats to homes in Thailand, with an initial focus on cats. The Adoptions Coordinator is expected to manage the full adoptions process, which includes selecting and promoting animals that are suitable for adoption, screening potential adopters, ensuring animals reach their new homes in a safe and timely manner, and supporting new owners post adoption. The Adoptions Coordinator will also be responsible for working with team members to deliver creative, promotional adoption campaigns and organise local events, with a focus on increasing adoptions within the Thai and expat communities.

Key Responsibilities:

- Work with the wider Adoptions Team to identify dogs and cats that are suitable for adoption
- To create engaging adoption profiles promoting animals available for adoption, to help them find a loving home through a variety of communication channels; Facebook, Line, Website and more
- To create and update website content
- To create and execute a range of targeted, marketing promotions for animals available for adoption with an initial focus on adult cats
- Tactfully screen all potential adopters living in Thailand, to ensure dogs and cats go to an appropriate and safe home
- 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 status
- To assist with external promotional events
- Update all records in line with Soi Dog Foundation's adoptions policies and procedures
- Send monthly Dropbox photos to adopters
- Ability to communicate well with internal and external stakeholders and be a supportive, team player
- Excellent time management skills and ability to prioritise tasks
- Be used to working on Microsoft Office operating systems
- Keeping across the latest events and developments within the local community, identifying opportunities for the organisation to promote animals available for adoption

Department and Supervisor: This post reports to the Adoptions Manager (Shelter).

Skills and Qualifications:

Essential

- Excellent spoken and written Thai
- Excellent spoken and written English
- Ability to write engaging adoption profiles and marketing promotions
- Ability to communicate with people at all levels and be a supportive team player
- Good computer skills, including email, google docs, word and excel
- Ability to prioritise effectively and manage a wide and varied case load
- Ability to organise and deliver promotional events
- Ability to work flexible hours (some evening and weekend working)
- Good organisational skills
- Creative initiative

Desirable

Experience in website content management, social media marketing, digital advertising **Location:**
The post is based at Soi Dog Foundation's shelter in Mai Khao, Northern Phuket.

Type of Employment: This is a full time position.

Benefits:

- Five-day work week, 8:00 am-17:00 pm (may be required to work weekend or flexible time depending on their duties as directed by the Head of Department).
- 19 annual holidays (including 13 Thai National Holidays) rising to 25 days with year of service
- 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 **in ENGLISH** detailing why you think you would be appropriate for this role, to hr@soidog.org to reach us by **October 31, 2018**.

Short-listed candidates will be notified by email.