



# Humane Education 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 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](http://www.soidog.org)

## JOB DESCRIPTION

**Job Title and Summary:** Under supervision of the Humane Education Manager, The Humane Education Coordinator will coordinate and implement all Humane Education activities related to teaching and promoting humane attitudes towards animals, including animal welfare, responsible pet ownership & understanding animal behavior and needs in Primary Schools and Secondary Schools in Phuket. Through providing regular reports, adjusting education material and methods as needed, ensures this department's goals are met.

### ***Humane Education Programme:***

The Humane Education Programme cultivates empathy and kindness to animals, through teaching children about animals' needs and sensitizing them to the suffering of animals. Through empowering children to make compassionate choices Humane Education produces responsible and caring members of society. Soi Dog Foundation's Humane Education Programme focuses on animal welfare, dog bite prevention and responsible pet ownership, recognising that education is key to changing human behaviour towards animals.

### **Key Responsibilities:**

- Organises animal welfare focused after-school activities, holiday activities/ camps, workshops and assemblies.
- Collaborates with school teachers' working groups to produce culturally relevant educational activities and resources that can be easily applied within the parameters of each school and community.
- Coordinates school visits to the Soi Dog Foundation Sanctuary.
- Implements curriculums for children of varying ages (focus group is 9-15 years old) as well as theme-focused interventions for schools, addressing a specific problem (e.g. higher than usual pet abandonment in the area).

- Develops brochures, posters and other educational materials.
- Develops, monitors and evaluates progress on Programme goals and objectives, reports progress on action plan to immediate supervisor.
- Maintains Humane Education department's social media accounts.
  - Brainstorms fun and engaging ideas to attract traffic to the Humane Education social media channels.
  - Search for trending topics and design and curate content accordingly and prepare monthly and annual reports to monitor progress of reach and engagement.
- Interacts and communicates with other departments to seek expertise and support for implementing the HE programme's activities.
- Performs thorough record keeping; prepares and submits accurate monthly reports and annual reports to immediate supervisor.
- Maintains contacts with school administrators, teachers, the government's education department and relevant government organizations to conduct the Humane Education Programme in schools.
- Promotes positive public relations and maintains on-going relationships with local school personnel. May engage in local community activities to create trust and expand network where necessary.
- 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:** Humane Education Department. This position reports to the Humane Education Manager.

**Skills and Qualifications:**

- At least 2 years related work experience, relevant to teaching children and development, especially community-orientated, is an advantage.
- Bachelor's degree in Education, Science, Psychology, Communications or related field is an advantage.
- Confidence and an engaging demeanour - ability to be an instructor and a workshop facilitator is a must. Passionate about animal welfare.
- Great communicator, Thai language. Good command of the English language.
- Good analytical skills, computer literate, well organised and dedicated.
- Good understanding of social media content creation and market trends.

- Ability to travel locally and regionally to attend to daily work demands, conduct workshops and meetings. **Must have a clean driving license and own mode of transportation.**
- Environmental adaptability i.e. ability to work effectively in and off office/school environment.

**Location:** Maikhao, Thalang, Phuket.

**Type of Employment:** Full time position.

**Benefits:**

- Five-day work a week, 40 hours per week with two days off. Employees 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 in English, together with a covering letter detailing why you think you would be appropriate for this role, to [hr@soidog.org](mailto:hr@soidog.org)

Shortlisted candidates will be contacted.