



## **Career Opportunity with Project Humane Nepal (PHN)**

**Job Title:** Education, Outreach & Program Co-ordinator (Full-time)

**Duration:** 1-year Contract

**Reports to:** Program Director (PD)

**Working Hours:** 48 hours a week (may need to work during some weekends)

**Primary Duty:** Deliver presentations for school children (Grade 1-12), colleges, and individuals within community organisations to promote dog bite prevention, responsible pet ownership, compassion towards stray dogs and motivate humane behavior in an effort to reduce the number of unwanted, abused, and neglected animals in our community.

### **Essential Job Duties**

- Responsible for planning, implementing and managing Humane Education programs, which work to inspire children and adults to be compassionate towards dogs and all animals
- Deliver presentations to public and private schools, colleges, youth groups, community organisations and coordinate humane education outreach efforts
- Maintain a high level of knowledge about companion animals and other related topics in humane education
- Write, edit and coordinate the development of newsletters, education and promotional materials and other related content, on a regular basis, as appropriate to the program; regularly update website content
- Work with PD to recruit, train and coordinate volunteers to assist with different outreach projects as necessary
- Develop and analyze comprehensive reports on ongoing programs and submit them to the PD; maintain accurate records to ensure information is highlighted in the system
- Provide administrative support in everyday program function

### **Additional Job Duties**

- Assist with co-ordination of other programs, special events, community events as needed
- Take photos, produce videos, and create other multimedia presentations to promote dog welfare and PHN
- Function as a resource for other educators, organizations, and the community
- Seek opportunities to promote the organisation and humane education concepts at community events and in the media
- Develop and maintain good working relationships with schools and community organisations
- Assist with other duties as assigned

### **Requirements**

- Experience and comfort delivering presentations to a variety of different age groups



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- Excellent oral and written communication skills (in English as well as Nepali) including experience with public speaking
- Knowledge of teaching methods to accommodate students' varied learning process (teaching experience will be considered an asset)
- Knowledge of animal welfare issues; highly passionate about promoting animal welfare
- Ability to motivate, inspire, and provide leadership, guidance, and feedback to all age groups
- Ability to organize, supervise and motivate volunteers
- Must be available and willing to work such weekends, holidays, overtime, and attend mandatory training and meetings as the employer determines are necessary or desirable to meet its organisation's needs
- Must be creative and able to perform well under pressure
- Excellent interpersonal relationship skills to include building alliances with schools, community organizations, general public, staff and volunteers
- Excellent program development and management skills
- Strong time management skills; excellent problem solving skills
- Ability to perform multiple tasks and manage several projects simultaneously
- High competency with computer programs specifically Microsoft Word and Excel, PowerPoint and graphic designing software
- Successful candidate will be required to provide a police information check at their own expense

### **Education Requirement**

- A Master's degree in communication, social work, education, management or related field preferred
- 2+ years of experience in education, animal welfare, management, social work or related field

*Interested applicants are requested to submit their resume (with two references) and a cover letter no later than **Dec 6** by email to: [projecthumanenepal@gmail.com](mailto:projecthumanenepal@gmail.com) stating the position on the subject line. Only short-listed candidates whose applications respond to the above criteria, will be contacted for further screening process.*