



Job Description

Job Title: Program Co-ordinator (Full-time)

Duration: One-year contract

Duties and responsibilities

- Coordinate, and oversee the functioning of PHN's Education Program
- Deliver dog welfare themed educational presentations to school and colleges; contact schools to schedule humane education programs
- Follow up with schools when necessary
- Make presentations at education/community events
- Facilitate English-Nepali (or, vice-versa) translation work
- Oversee the production and distribution of general education materials
- Prepare newsletters as needed
- Support in other programmatic tasks as required

Qualifications

*We are a team of individuals dedicated to creating a more compassionate world for animals. These **core values** define us as a team: Compassion, Knowledge, Honesty, Respect, Determination, Dedication, and Commitment*

- A Bachelor's degree in management, communication, social work, education, or related field preferred
- 2+ years of working experience in management, education, animal welfare, social work or related field
- Strong public speaking skills; should be able to communicate effectively to large audiences and individuals of varying age groups, mostly youth and children, about animal welfare issues
- Excellent Nepalese and English communication (verbal/written); an ability to manage all of the above tasks in both English and Nepalese is essential
- Affection for animals, concern for their welfare; understanding of PHN's vision and mission; enthusiasm for working with youth, children and animals
- High energy self-starter with strong work ethic, organized, and excellent attention to detail

To apply:

Please email your resume (with two references) and a thoughtful cover letter explaining the reason you are interested in this position to:

projecthumanenepal@gmail.com by **March 7, 5pm** stating the position on the subject line. **Applications without a cover letter will not be considered.** Only short-listed candidates whose applications respond to the above criteria, will be contacted for further screening process.