



Job Title: Program Intern (Full-time)

Duration: 11-month contract (Feb-Dec 2020)

Duties and Responsibilities:

- Assist the team in developing and executing dog welfare education programs
- Plan, schedule and deliver dog welfare education programs
- Contact schools, community organisations, and other educational centers in order to schedule programs.
- Assist with community outreach events; promote PHN and our education program at community and fundraising events
- Keeps accurate records in order to track and report monthly outreach activity
- Procure program supplies and materials; re-order and update as necessary. Organize procurement and maintain program materials, supplies and equipment
- Produce videos, take photos, to promote animal welfare and PHN programs.
- Assist the Program Co-ordinator in preparing newsletter
- Regularly update and maintain content on PHN's website, and other communication channels
- Handle PHN's social media accounts; create engaging content and update regularly
- Performs other duties as necessary to help team meet program goals
- Respond to general inquiries and follow up as needed
- Support in other programmatic tasks as required

Qualifications:

- Completed a Bachelor's degree from the field of Education/teaching, Communications, Social work, or related major or equivalent seeking for internship positions



- At least one year of related work experience, relevant to teaching, training or development, especially community-orientated is an advantage.
- Strong public speaking skills including experience presenting information to a wide variety of audiences
- Excellent communication (verbal + written) and counselling skills in English and Nepali
- Must be competent at speaking with the public, mostly children, about animal welfare issues
- Demonstrated ability to engage, inspire and instruct children
- Strong classroom management skills
- Positive attitude as well as ability to be self-motivated and disciplined.
- Passion for and commitment to the welfare of animals and PHN's mission.
- Ability to perform well under the pressure of a busy schedule
- Ability to function well as a team member.
- Energetic, hard-working, and a team player; good interpersonal skills
- Proficient computer skills
- Must be able to manage multiple projects efficiently

To apply:

Please email your resume (with two references) and a thoughtful cover letter outlining how your skills and experience meet the qualifications of the position to: projecthumanenepal@gmail.com by **January 22, 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.