ມູນນິທິອະນຸລັກສັດປ່າລາວ
ບ້ານ ຊຽງແລທ່າ, ເມືອງ ປາກງື່ມ,
ແຂວງ ນະຄອນຫຼວງວຽງຈັນ, ສປປ ລາວ

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Volunteer and Outreach Coordinator

The Lao Conservation Trust for Wildlife is a Lao registered non-profit that works as an all-inclusive species rescue, education, and conservation center in Lao PDR. As a Lao registered foundation, we work to conserve Lao biodiversity by continually working with Lao government authorities on wildlife rescues, professional training, and monetary support.

On-site we house over 300 animals, native to Southeast Asia of varying taxa including large mammals such as bears, a variety of primates, ungulates, reptiles, birds, and small mammals.

LCTW is committed to conservation on both a regional and global scale working alongside other wildlife organizations to aid in biodiversity conservation efforts. Our tours and education programs utilize our unique placement in Laos to provide access to knowledge for Lao people about how they can help to conserve Laos' incredible biodiversity.

For more information about our project, visit our website or follow us on our social accounts for our latest updates.

The Role
The role of Volunteer and Outreach Coordinator (V&O Coordinator) will be the perfect fit for someone who has a passion for environmental storytelling, experience working with volunteers and interns, and managing multiple third-party partnerships.

- **International Volunteer Program:** Overseeing, managing and continually improving our international volunteer program. These duties will include managing volunteer bookings, corresponding with prospective volunteers, contacting new volunteer partners, universities, and travel companies. Once volunteers arrive at the center it will be the coordinator's responsibility to ensure they are comfortable and settle in well with the team they will be directly working with during their volunteer/internship. The coordinator will also help to organize activities or events that volunteers can participate in, such as local cultural exchanges, night walks, waterfall visits, etc.
- **Local School Outreach Program:** Develop positive relationships with local schools near the center and deliver the already developed curriculum for monthly school lessons.
- **Tour Guide:** Provide tours to guests and ensure the tour information is educational and exciting for the guests.
- **Local Volunteer Program:** Manage and expand a volunteer program for expats and Lao people who would like to donate their time to helping the center.
- **Social media:** Assist in the development and creation of content and assist the Director in managing our social media pages (Facebook, Instagram, TikTok).
- **Orphan Wildlife Feeding:** You may be ask to assist in helping to feed some of the rescued orphaned wildlife babies at night (rotating with the rest of the team).
- **University Internship Program:** Design and implement an internship program for local university students or recent graduates who are interested in getting experience in any one of the fields represented here at LCTW (conservation, illegal wildlife trade, accounting, wildlife care, etc.)

Essential

- Experience as an environmental educator, volunteer coordinator, etc.
- Computer competency (especially Google Workspace)
- Excellent communication and reporting skills
- Creative and positive attitude
- Flexible
- Well organized
- A fantastic leader
- Works well with a team, but is self-driven and can work independently
- Passion for working with people
- Fluency of written and spoken English
- Full driving license from your native country
- Willing to commit to at least 2-year to this role after a 3-month probationary period (15 months total)

Desirable

- Knowledge about wildlife, conservation, environment, etc.
- Previous experience with outreach, including fundraising and grant-writing
- Able to work in challenging conditions and culturally sensitive
- Experience creating and curating social media content
- Experience living rurally with a small amount of amenities
- An understanding of fundraising in the non-profit wildlife sector
- Some Lao and/or Thai language skills
- Knowledge of using Meta Suite

Compensation and Benefits:

- Salary: $600 USD per month
- Housing: Personal one-room house with small loft provided
- Utilities included: (hot water, electricity, trash, internet)
- Time Off:
    - Two days off per week
    - Paid Time Off: 26 days per year
        - Bank Holidays: 9 days per year
        - Personal Time Off: 17 days per year
- Visa and Travel:
    - 1-year rolling business visa provided (expat only)
    - Essential long-distance business-related travel expenses within the country covered
    - Assistance with obtaining a Lao driving license (expat only)
    - Access to an organizational vehicle for personal use when available

Does this sound like your dream job? If you would like to help us conserve and rescue wildlife in Laos, please send CV along with a cover letter to info@lctwildlife.org

**Only candidates selected for an interview will be contacted.