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Endangered Primate Rescue Center • Cuc Phuong National Park • Ninh Binh Province • Vietnam

VOLUNTEER COORDINATOR

Duration: 1 year - with opportunity to extend

Salary:

- Monthly salary 6,200,000 VND a month
- Allowances (phone and transportation) 300,000VND a month
- Housing support 500,000VND a month

Start date: As soon as possible

Who we are:

The Endangered Primate Rescue Center, based in Cuc Phuong National Park, Ninh Binh province, is a not for profit project dedicated to the rescue, rehabilitation, breeding, research and conservation of Vietnams endangered and critically endangered primate species.

The primary function of the EPRC is to provide rescue and rehabilitation to endangered and critically endangered primates that have been confiscated from illegal wildlife trade. We have established captive populations of highly endangered primate species, with a final aim to reintroduce and release these animals as stable family groups into well-protected natural areas. During this process we work to achieve our goals with compassion, commitment, transparency and co-operation.

Over the past two years we have an increased interest from people both in Vietnam and internationally to volunteer at our center, and we want to ensure that the volunteers can contribute to our mission whilst having a memorable stay here in Vietnam.

We're currently looking for a volunteer coordinator to help us in achieving our goals.

Responsibilities

The Volunteer coordinator position is a full-time position based in Cuc Phuong National Park, Ninh Binh. The employee will sign a 1 year contract to be in charge of our Volunteer Programs.

The Volunteer coordinator will report directly to the Director of the EPRC, and work together with Animal Husbandry staff of the EPRC and staff from the Cuc Phuong National Park Tourism department to ensure the EPRC volunteers have a safe, fun and educational experience.

Duties include but are not limited to:

- Manage all volunteer enquiries, providing timely and accurate information.
- Work under the direction of EPRC administration staff to arrange all services for volunteers including, visas, transportation, accommodation and food.
- Work with the Communications specialist to provide regular updates for the EPRC Volunteer Facebook page.
- Work with communications specialist to continue engagement of volunteers after they return home with an aim to develop our volunteer community overseas.
- Develop and implement additional activities for volunteers after working hours.
- Work alongside EPRC director to develop new specialized volunteer experiences including day trips, and student placements.

Requirements

Essential

1. Proficient in English and Vietnamese
2. Possess a high level of interpersonal strengths and abilities, including self-motivation, self-confidence, the ability to work unsupervised and communication skills both written and verbal.
3. Demonstrated ability to interact with people from various cultures
4. Evidence of previous paid work in tourism.
5. Possess a willingness to learn new skills
6. Possess an independent problem-solving skill to achieve EPRC goals
7. Accountability and honesty
8. Patience and flexibility

How to apply

Send applications in Vietnamese and English, including cover letter and a recent CV with subject heading 'Volunteer coordinator' to:

Ms. Sonya Prosser

Director EPRC

sonierei@gmail.com

Mobile phone: 0947650874

Applications close on the 28th of July 2017