

Vietnam Animal Aid and Rescue

Shelter Manager Job Description & Person Specification

Reporting to: Director of Operations

Hoi An, Vietnam



About Vietnam Animal Aid and Rescue

Vietnam Animal Aid and Rescue is a vegan animal rights organization that has a rescue shelter and vegan farm animal sanctuary in Hoi An, Vietnam. We are part of a growing global, non-speciesist animal rights movement that works to protect all sentient beings. Our mission is to end the suffering of all species through mass sterilization/ vaccination, education, and improving veterinary care across Vietnam. We advocate for a fully vegan lifestyle and for abolition of all animal use and exploitation. For more information, please visit our website: <http://vietnampetsandvets.com/> and follow us on all social media channels.

Job Description

- Shelter animal management
 - Meeting daily medical needs, enrichment, nutrition, and exercise
 - Rescue and rehabilitation
- Shelter facility management
 - Daily cleaning, maintenance, shopping and DIY/gardening
- Daily administration
 - Precise record keeping, daily financials and HR management
- International adoption
 - Structure and implement an international adoptions programme
- Team management
 - Recruitment for staff and volunteers as required
 - Management of shelter assistants
- Organisation Development
 - Supporting the directors in the development of the organisation to include running outreach programmes, assisting with mass sterilisation projects and promotion of animal rights
- Social media, marketing and fundraising
 - To assist the teams in gaining relevant content for our online channels, posting on social media platforms and generating funds.

Person Specification



The ideal candidate will hold most of the following qualities:

- Able to commit a minimum of 6 months in Hoi An
- A 2 or 4-year degree in an animal-based qualification (Excellent experience will be considered in replacement of this), veterinary nursing qualification ideal
- Computer literate to include the use of MS Office and other administrative programs
- Previous management experience
- Previous experience working in a low resource developing country, with a strength in creatively solving problems in a place lacking the rule of law, without international veterinarians, and without many material and financial needs
- Previous experience working within the charity sector and/or experience in fundraising
- Knowledge and experience using charitable social media channels or has marked achievements in their own personal channels/blogs
- Experience working with animals, especially that of a shelter environment
- An interest in working with all species
- Vegan, an understanding of animal rights principles
- Self-motivated and ability to motivate a team
- Excellent communicator, fluent in English with professional-level grammar and spelling
- Excellent work ethic
- **Candidates MUST be able to ride a scooter and hold or be able to get a licence**
- Able to provide 2 professional references
- Couples welcome

Employment benefits

- Onsite accommodation at the shelter with private bedroom and shared bathroom and kitchen facilities
- 21 days annual paid holiday
- 5.5 day work week, 35-40 hours a week approx.
- 10 mil VND per month starting

To apply, please email info@vietnampetsandvets.com.