

## **Vietnam Animal Aid and Rescue**

Shelter Volunteer Job Description & Person Specification  
Reporting to: Shelter Manager & Assistant Shelter Manager  
Hoi An, Vietnam



### **About Vietnam Animal Aid and Rescue**

Vietnam Animal Aid and Rescue is a vegan animal rights organization that has a Shelter and Vegan Farm Animal Sanctuary in Hoi An, Vietnam and a Veterinary Training Centre and Clinic in Da Nang, 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 pain and suffering of all species, through mass sterilization, vaccinations, 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: <https://www.vnanimalaid.org/> and follow us on all social media channels.

### **Job Description**

- Shelter animal and facility assistance
  - Assist the Shelter Manager with the daily cleaning, feeding and caring of animals
  - Assist the Shelter Manager with the maintenance of shelter facilities to include DIY and gardening
- Daily administration
  - Providing precise record keeping of animal records and daily finances.
- Organisation Development
  - Supporting the organisation where needed to include offering assistance during the running of outreach programmes, assisting with mass sterilisation projects and promotion of animal welfare
- 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.
  - Taking photographs and videos for use
- Use of skills
  - Using your skills outside of shelter management (like photography, blog writing, media, DIY, design) to help develop the organisation.

### **Person Specification**



The ideal volunteer will hold some or all of the following:

- A certificate in English, maths, basic computing and/or communications/business studies
- A certificate in an animal-based qualification (Excellent experience will be considered in replacement of this)
- Computer literate to include the use of Excel, Word and other administrative programs
- Previous experience working in a developing country, or native Vietnamese
- 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 or willingness to adapt to a vegan lifestyle
- Self-motivated and ability to motivate a team
- Excellent communicator, able to communicate effectively in English with good writing skills
- Excellent work ethic
- **Candidates MUST be able to ride a scooter and hold a licence.**
- Able to provide 2 professional references

To apply or request a volunteer pack, please email [info@vietnampetsandvets.com](mailto:info@vietnampetsandvets.com)