



## **Education Assistant**

Animals Asia is a Hong Kong-based government-registered animal welfare charity founded by Jill Robinson MBE in 1998. It is devoted to the needs of wild, domesticated and endangered species throughout Asia and dedicated to ending cruelty and restoring respect for all animals. In Vietnam, Animals Asia is collaborating with Ministry of Agriculture & Rural Development to establish a world class Vietnam Bear Rescue Centre (VBRC) in Tam Dao National Park, Vinh Phuc Province. Our primary goals are to end bear farming, contribute to the conservation of bears in Vietnam and in the region and improve the welfare of such bears already in captivity.

Animals Asia is recruiting a Vietnamese National for the **Education Assistant** position to be based at VBRC.

**Position:** Education Assistant

**Location:** Tam Dao National Park, Vinh Phuc Province.

**Type:** Full time

**Term:** Two year contract extendable based on performance with initial 2 months probationary period.

**Salary:** 400 USD gross per month with other benefits.

### **Position Responsibility:**

The position provides assistance to raise awareness of Animals Asia's goals and mission in Vietnam, assist in the development and delivering of an education program to visitors and local communities. The position reports to Education Officer.

### **Description of duties:**

- Provide support in the day to day activities of Education centre
- Provide support in delivering education program to visitors to VBRC and to local communities on bear issues and VBRC's goals and activities. This includes presenting talks, preparing education documents, conducting education tours, and organising public events, and school events.
- Work closely with Education Officer to establish and maintain a communication link with local interested groups and organizations, schools, and local media agencies in Vinh Phuc.
- Help maintain a catalogue of quality photos and video of bears and activities at VBRC.
- Perform other duties as required.

**Qualifications & Personal Requirements:**

- University graduate or equivalent with at least 1 year of relevant work experience in development/ environmental sector, teaching, public relations, media, or communications. Recent graduates with extensive experience in extra-curriculum activities or exceptional English skills will be considered.
- Strong presentation skill in both Vietnamese and English
- Good knowledge of computer, able to use word processing, Internet & email programs.
- Able to live in Tam Dao National Park, Vinh Phuc Province.
- Able to work weekends.
- Good interpersonal skills, able to work individually and as part of a team.
- Knowledge of animal welfare, bear issues, wildlife conservation will be an asset.

**Contacts:**

Interested applications should send their CVs and application letter in English to [nhoang@animalsasia.org](mailto:nhoang@animalsasia.org) by 25/05/2015. For more information on Vietnam Bear Rescue and Animals Asia visit [www.animalsasia.org](http://www.animalsasia.org)

Note: Only short listed applicants will be interviewed.