

Position Title:	Project Coordinator
Location:	Based in Bangkok, Work from home
Type of contract:	1 Year Contract from start date
Application deadline:	14 th January 2022

The illegal wildlife trade is a multi-billion-dollar global industry. While most wildlife conservation groups focus on scientific studies and anti-poaching efforts, WildAid works to reduce global demand for wildlife products. With an unrivaled portfolio of celebrity ambassadors such as Jackie Chan, Prince William, Yao Ming, Dunai Gurira, and many more, and a global network of media partners, WildAid leverages more than \$218 million in annual pro bono media support with a simple message: *When the Buying Stops, the Killing Can Too.*

WildAid is seeking for a Project coordinator, based in Thailand who will oversee the implementation, management and coordination of all activities listed under WildAid's commitment to USAID's Reducing Demand for Wildlife (USAID RDW) Project. The project coordinator will ensure successful delivery of WildAid's commitments to reduce demand for elephant ivory, tiger products and other wildlife as reflected in the project agreement.

Job Responsibilities

The project coordinator shall be responsible for supporting the following activities

- Build strong and collaborative relationships with project teams i.e. WildAid and USAID RDW. Provide oversight, direction, and ensure coordination of project teams to implement work plans and deliver high impact results. Ensure that all activities are being executed.
- Monitor and assess implementation progress, identify barriers and constraints, and work collaboratively with teams to devise solutions.
- Facilitate team planning and assessment meetings to assure sound integration across work streams and achieve cross-learning.
- Identify strategic initiatives related to USAID RDW project's activities and identify new ideas and initiatives that maximize WildAid's ability to leverage.
- Support WildAid team in developing and implementing high impact Social and Behaviour Change Communications Campaigns.
- Maintain and strengthen a high-functioning and collaborative working relationship with government and other partner organizations under the project.
- Manage the flow of information and communications with USAID RDW including project reporting, communications materials, branding, and success stories, monitoring and evaluation etc. Specifically, assume lead responsibility for managing all required reporting for the project.
- Support WildAid team with delivering quarterly and end of project report
- Additional duties and responsibilities as required by the project

Qualifications

- Minimum of 3 years' experience in project coordination and management. USAID experience or experience with international agencies at some level would be highly desirable.
- Must be fluent in written and spoken English and Thai
- Computer proficiency in MS Word, Excel and PowerPoint
- Highly dynamic, entrepreneurial, and organized self-starter, that can work independently and as part of a team.
- Excellent interpersonal skills and the ability to influence, collaborate and coordinate with government organizations, media representatives, creative agencies, influencers and relevant partner organizations.
- Must be able to travel and at times to do this with very short notice
- Familiarity with illegal wildlife trade, environmental advocacy and protection and/or campaign implementation will be an asset.
- Bachelor's degree in management, social science, environment protection, or in relevant field

Remuneration

This is currently a contract position. Compensation commensurate with experience. Personal factors such as your demonstrated skills, level of education or certification, history in the sector or industry, and relevant work experience will all be evaluated.

Application Procedure

Please send a detailed cover letter and your resume with expected income with Project Coordinator in the subject line to jobs@wildaid.org and wildaidth@gmail.com. Due to high applicant volume, only short-listed candidates will receive a response from WildAid

Equal Opportunity Employer

WildAid is committed to being inclusive and is proud to be an equal opportunity employer. We will consider all applications and applicants.