

Position Title:	Project Coordinator – StAR Project Thailand (Thai Nationals Only)
Location:	Based in Phuket Province, Thailand
Type of contract:	1 year contract – full time
Salary Range:	Up to 37,000 THB/Month

WildAid is a growing and dynamic global wildlife conservation non-profit based in San Francisco, California, with a mission to inspire and empower the world to protect wildlife and vital habitats from critical threats. WildAid delivers impact at scale in two distinct ways: 1) creating innovative communications campaigns that inspire millions of people in China, Southeast Asia, Africa, and the U.S. to protect endangered wildlife and reduce climate impacts, and 2) strengthening effective ocean enforcement of priority marine areas, including marine protected areas, coastal fisheries, coral reefs, and blue carbon habitats, with government, NGO, and community partners in 16 countries around the globe. WildAid has received a Four-Star rating from Charity Navigator for over a decade. Since its founding in 2000, WildAid has become a premier conservation organization in driving behavior change through both world-class communications campaigns and capacity building.

Job Description

WildAid is seeking a dedicated and passionate project coordinator to join our team in supporting shark conservation efforts. This position is based in Phuket Province, Thailand and plays a crucial role in supporting the *Stegostoma Tigrinum* Augmentation and Recovery Project, or StAR-Project-Thailand; the country's first endangered shark rewilding initiative. This role is instrumental in the implementation of the project, requiring close collaboration with all project partners and team members to ensure impactful outcomes for the conservation and population recovery of the iconic and endangered Indo-Pacific leopard shark.

Primary Responsibilities

1. Project Coordination & Implementation

- Coordinate day-to-day project activities within the WildAid team, including shark aquarists, communication officers, project manager, as well as coordinating with government partners, and other related partners of StAR Project.
- Assist in managing project timelines, calendars, and task tracking to ensure milestones are met together with the project manager.
- Work closely with the project manager to align activities with donor expectations, strategic goals, and conservation outcomes.
- Support the execution of shark health assessments, tagging procedures, releases, and rewilding activities on sites.
- Serve as liaison and maintain strong working relationships with key partners including:
 - Government agencies (DMCR, DNP, DoF) – assisting in drafting and sending letters and coordinating on-sites and online.
 - Private sector partners.
 - StAR Project's Husbandry, and Veterinarian Working Group and other pending key partners of StAR Project Thailand.
 - Local communities, researchers and future collaborators.
- Schedule and document regular coordination meetings, site visits, and workshops.

2. Permits & Compliance

- Assist project manager in preparing and submitting all necessary permits, including but not limited to those for exporting genetic material (DNA samples) for analysis and importing juvenile leopard sharks from partner institutions abroad (pending)
- Handle and work with endangered species as needed.
- Track permit renewals and ensure compliance with national and international wildlife regulations.

3. Monitoring, Evaluation & Reporting

- Maintain constant communication with project manager and shark aquarists in keeping records of animal status, fieldwork, and project activities.
- Assist in quarterly donor reports in coordination with the project manager and WildAid team.
- Support data collection and sharing for monitoring of post-release shark movements and survival with key partners.

4. Logistics & Operations

- Coordinate logistics for animal transport, fieldwork, equipment needs, and workshops.
- Track procurement and maintain inventories of project supplies and tagging equipment.
- Assist in budgeting and monitoring expenditures against project budgets.

5. Communications & Outreach

- Work with the communication team to support storytelling and visibility of the project (e.g., newsletters, social media, field updates).
- Assist the communication team in planning and organizing key project events (e.g. leopard shark release events, capacity building workshops, and accompanying media team on-site).
- Help facilitate training sessions, outreach activities, and citizen science events as needed.
- Prepare presentations and briefing documents as needed for internal and external stakeholders.

Essential qualifications

- Bachelor's degree in Marine Biology, Aquatic Science, Environmental Science, Veterinary Science or a related field.
- Minimum of 2 years of relevant work experience in project implementation.
- Familiarity with marine conservation and ecosystems, particularly elasmobranch biology and behavior is highly appreciated.
- Experience in working with government agencies and international agencies at some level would be highly desirable.
- Excellent interpersonal skills and the ability to influence, collaborate and coordinate with government organizations, stakeholders and relevant partner organizations.

- Strong communication skills to engage with potential visitors, providing information about sharks, hatchery, and marine conservation.
- Ability to work collaboratively in a team-oriented environment, while managing responsibilities independently. Collaborate with team members/international working groups of StAR Project – Thailand such as veterinary and husbandry working groups.
- Proficiency in written and spoken Thai and English.
- Certifications in SCUBA diving and safety are highly appreciated.
- Familiarity with aquarium systems, water quality management, and tank maintenance are highly appreciated.
- Computer proficiency in MS Word, Excel, PowerPoint, etc.

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

If you are interested in applying, please send a detailed cover letter and your resume with expected salary to thailand@wildaid.org with 'Project Coordinator – StAR Project Thailand' in the subject line. 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.