

Position: Project Assistant

Location: Mae Daet, Chiang Mai

Job Type: Full-time, 5 or 6 days a week (some flexibility with days on/off-site)

Salary: Negotiable, based on qualifications/experience

About Us:

We provide sanctuary to ex-working elephants, offering a natural retirement haven within the forests surrounding a Karen hill tribe village. Elephants are a keystone species, vital for the health of the forest ecosystem. The project not only benefits the elephants but also creates income opportunities for the local community, ensuring a sustainable future for all.

We are seeking a dedicated and proactive Project Assistant to join our very small team. As the Project Assistant, you will play a crucial role in facilitating communication, managing relationships, and supporting various initiatives within the project and the surrounding community. This is a relatively new project, flexibility and the ability to adapt to change are required.

Responsibilities:

- Foster positive relationships and strengthen ties between our organization and the local community, promoting mutual understanding and support.
- Act as a liaison between the project manager and local staff to ensure effective communication regarding work schedules, expectations, and help to address any concerns or issues that may arise.
- Utilize strong leadership skills to coordinate activities and engage with the visitors, donors, stakeholders
- Support community engagement activities, including capacity building, workshops, and translating.
- Attend meetings with & without the project manager
- Assist visitors with communication within the village and during their time at the project.
- Monthly reporting and various administrative tasks.
- The duties and responsibilities described are not a comprehensive list; additional tasks may be assigned from time to time that are in line with the level of the role.

The Ideal Candidate:

- Thai national with fluency in English (speaking, reading, and writing)
- Driver's license and own transport
- A degree in Environment/Wildlife, Social Sciences, Tourism and related fields, or sufficient experience in a similar position
- Strong leadership skills with the ability to motivate and guide teams effectively
- Excellent multitasking abilities and adaptability to changing circumstances
- Strong interest in animal welfare and community engagement

Join us in our mission to create a sustainable future for elephants and their habitats while making a positive impact on the local community. If you are passionate about animal welfare, possess strong communication skills, and thrive in a dynamic environment, we encourage you to apply.

To apply, please send your resume and a cover letter detailing your relevant experience and why you are interested in joining our team to thailand@isaraelephant.org.