

vets beyond borders

Position Type	Registered Organisations Liaison/ Co-ordinator
Duration	12 Months
Responsible to	VBB Communications Sub-Committee and VBB Board
Main Role	Liaise between VBB and it's web-registered animal welfare organisations
Key Task, Duties and Responsibilities	<p>1. Initial project</p> <ul style="list-style-type: none"> - survey listed organisations to monitor the usefulness/ usability and expectations regarding the directory listing - write a strategy and advice for VBB in response to this survey <p>2. Pending the outcomes of the survey -</p> <ul style="list-style-type: none"> - ongoing management of relationships with listed organisations - monitor whether the vbb listing is sending enquires/ volunteers to the organisation - monitor changes to the organisation and make changes to the listing using the online organisation administration tool
Time Commitment	Average weekly time commitment: 3 hrs
Equipment Needed	Access to a computer and internet
Skills or experience required	<p>1. Financial member of VBB</p> <p>2. Previous experience working on VBB or similar field programs in Asia</p>
Apply to	Please email your application letter and resume to volunteerpositions@vetsbeyondborders.org .