



JUNIOR FIELD ACTIVITIES MANAGER JOB DESCRIPTION

WHO WE ARE

Save the Dogs and Other Animals believes that humans have a moral duty to protect animals. Our commitment is to protect their dignity and well-being. Our organization is mainly focused on reducing dog and cat stray population, improving the canine registry, making the owners aware of their responsibility, striving to obtain an advanced legislation on animal rights and actively collaborating with all stakeholders (such as municipalities, veterinary health units, schools, veterinary associations etc.).

ROLE/DESCRIPTION

We are excited to be recruiting for the new role Field Activities Junior Manager. This is a split role, working between our facility and the community of Cernavodă and surroundings. For this role our association is looking for a person with a strong work ethic, with a great compassion for animals and motivated to educate the residents of the area where we operate.

The person we are looking for will work under the supervision of the Adoptions and Animal Welfare Department to ensure that a growing number of dogs and cats (with and without owners) can benefit from our spay and neuter program. In addition, he/she will be responsible for rescuing/first aid stray animals in distress and identifying maltreatment situations that require our intervention.

Furthermore, he/she will be responsible for strengthening the relationship of the association with the local community by disseminating/promoting the values of the organization and spreading the principles of responsible coexistence with their pets.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Excellent interpersonal skills, reliability and resilience (physically/mentally) are essential to succeed in this role.

Minimum requirements:

- Experience of animal welfare, including: feeding, cleaning, medicating, handling animals; fundamental the understanding of how to meet welfare needs of cats and dogs (Medium experience of animal welfare and handling in a shelter environment is requested, such as such as volunteering at an animal shelter or at rescue centers);
- Handling animals humanely, with care and safe;
- Preparing and maintaining accurate records, scheduling procedures: being able to create written structured reports about different topics (stray population, sterilization, general ones) and provide photo/video documentation;
- Taking actions whenever an abuse case appears (documenting, reporting immediately, ask for relevant actions to be taken next);
- Establishing and maintaining effective working relationships with the public/community;
- Operating/using safely and accurately department approved equipment and devices;
- Using Shelter software, copier and computers/email;
- Helping with transport of animals, shelter events, community spay & neuter and rescue placement;
- Working well in a team-oriented work environment;
- Coordination of different activities involving different departments;
- Providing pictures and video for social media campaigns;
- Good physical condition to handle dogs and cages including heavy lifting if necessary;
- Good English communication skills (writing, speaking);
- Good use of Romanian language.

urmedebucurie.ro



romania@savethedogs.eu



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DJ 223 KM 3 | 905200 Cernavoda (CT)

T. +40 241 235 081

C.F. 14785671



Other desirable skills

- Ability to handle dogs and cats, including those with special needs or behavioral issues with the support of all the team;
- A good communicator with strong empathy;
- Great skills and high experience of dealing with members of the community;
- Resilient with the ability to cope with distressing and emotional situations;
- A positive attitude and good at working as part of a team;
- An understanding of health, safety and comfortable with manual tasks;
- Good Italian communication skills (writing, speaking) represent an advantage
- Minimum high school diploma or degree.

The ideal candidate understands the value of personal responsibility, mutual respect and teamwork, honesty and integrity, positive communications, punctuality, and exemplary attendance and is motivated to deliver excellence in overall performance.

Special Requirements:

- Time schedule flexibility
- EU driving license

Note: This job description is intended to provide a general overview of the position. Duties, responsibilities and qualifications may be subject to change based on the specific needs of the activities

HOW TO APPLY

Please send us your CV at administratie@savethedogs.eu.

romania@savethedogs.eu  urmedebucurie.ro 



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