

CHEETAH CONSERVATION FUND – NAMIBIA

Job Title: Personal Assistant to the Director

posted: 16 July 2020

closing: 1 September 2020

Reports to: Director of the Cheetah Conservation Fund.

Job Overview: The applicant will work alongside the Director of the Cheetah Conservation Fund (CCF) and assist the Director in the daily operation of the organization. The job involves administration duties, donor and VIP relations and correspondence with partnering international CCF chapters. The applicant will also be required to assist several areas of animal care including, the horse stables, dogs and orphan cheetahs. The applicant must have Bachelor degree in science and conservation genetics and must be highly motivated, passionate about cheetah conservation and capable of working independently or within a team to complete tasks to high standards. Fluency in both written and spoken English is required.

Responsibilities and Duties:

- Hosting/talking with donors, VIPs, collaborators and guests about all aspects of CCF's work.
 - Coordinating with film crews with pre and postproduction enquires and managing film crews while on CCF site.
 - Assist in arranging meetings, functions/events or speaking tours for the Director.
 - Liaising with international partners including but not limited to CCF USA, CCF UK and CCF Australia.
 - The applicant may have to work outside of office hours.
 - Support the development of CCF Australia.
- Present lectures on CCF's programs to visiting schools, universities and day visitors.
 - Assist in writing and editing of scientific articles for newsletters, e-letters, press releases, donor follow up emails.
 - Animal care including feeding, caring and exercising horses and ordering supplies for the stables
 - Maintain daily records for the animals.
 - Coordinate and assist the veterinary team on routine health care for horses, dogs and orphan wildlife.
 - Support the management of the intern/working guest program.
 - General assistance the Director may require that is not mention above.

Qualifications:

- Must have a bachelor's degree in biological sciences from an ABET or similarly accredited university.
 - Must have extensive knowledge about animal husbandry and health for horses, dogs and livestock.
 - At least 1-2-year experience working as a personal assistant.
 - Effective written and verbal communication skills (must be fluent in written and spoken English).
 - Exceptional computer skills and excellent ability to use Microsoft Office Suite and Outlook.
 - Ability to drive manual vehicles.
 - At least 1 -2-year experience with caring for cheetahs and African wild dogs.
 - High level of experience of managing and educating volunteers and interns.

If you meet the qualifications and wish to apply, forward a .pdf of your CV and a letter explaining your interest to jobs@ccfnamibia.org. This position requires extreme computer literacy and fluency in English. Email application only: phone /fax/mail applications will be ignored.