



Vocational Opportunities
Through English

Phuket Has Been Good To Us Foundation Job Description: Office Fellow

The **Office Fellow** assists in the administration of several aspects of the *Phuket Has Been Good to Us Foundation*. Reporting directly to the Director of Operations, the **Office Fellow** will be responsible for, or a collaborator in, departments including but not limited to:

1. Development, Fundraising Campaigns, Event Coordination and Relationship Building
2. Communications and Marketing
3. Volunteer Recruitment and Management
4. Human Resource Management and Coordination
5. Administrative Tasks

Development, Fundraising Campaigns, Event Coordination and Relationship Building:

- Assist in planning and coordination of fundraising campaigns
- Conduct research for and coordinate applications to grant providing organizations.
- Assist and collaborate in organizing special events conducted for the purpose of:
 - Advancing the Foundation's general mission of improving the lives of the children of Phuket
 - Advancing the public exposure and notoriety of the Foundation
 - Advancing the efforts of the Foundation's fundraising activities, including functions for donors and/or potential donors
- Maintain and build relationships with local businesses and the community
- Develop relationships with other groups on the Island and manage various activities with them
- All Foundation staff should seek the assistance of volunteers and supporters of the Foundation in conducting events as well as in maximizing media exposure of and public participation in events.

Communications and Marketing:

- Assist in the development and maintenance of the database of all donors, supporters, prospective donors, etc.
- Assist in ensuring that all donors receive thank you letters and other appropriate communications
- Maintenance of Facebook, LinkedIn and other social media sites
- Daily maintenance of website
- Compile, write, edit and manage dissemination of quarterly newsletter to all constituents
- Liaise with local media outlets and publications to ensure that all happenings receive full publicity
- Develop marketing materials as and when required along with Director of Operations
- Manage all sites and listings where the Foundation is listed, including job postings.
- Disseminate weekly news blast.
- Liaise with and act as point of contact with all local and online media channels.

Volunteer Recruitment and Coordination:

- Engage in recruitment efforts both locally and online for short term volunteers to assist in Foundation's general operations and educational programs
- Engage in recruitment efforts both locally and online for long term volunteers to assist in all aspects of the Foundation's operations.
- Respond to all queries from potential volunteers and engage in all correspondence during the hiring process.
- Work with Director of Education to identify volunteer placements
- Coordinate volunteer orientation including securing housing, transportation, providing information, guidance and support from point of contact through the end of the volunteer's term.
- Ensure that all volunteer health and emergency contact information is filed and up to date.

Phuket Has Been Good To Us Foundation

80/14 Moo 3, Kamala, Kathu, Phuket 83150

Tel: (076) 278 146, Fax: (076) 341 534

info@phukethasbeengoodtous.org <http://www.phukethasbeengoodtous.org>

Registered Kingdom of Thailand Charity Organization 0-9930-00050-98-3



Vocational Opportunities
Through English

- Ensure that all volunteers are fully briefed on the rules and norms of the Foundation including Thai cultural norms.
- Assist with Coconut Club volunteer management and support when required.
- Manage communications with current and future volunteers
- Ensure that volunteers have a positive experience with the Foundation and that they in turn have a positive impact on the students

Human Resource Management:

- Primary responsibility for ongoing efforts at recruiting quality English teachers and administrative staff, including:
 - Online research, posting and maintenance of listings
 - First contact responses
 - Management of short listed candidates
 - Visa and travel arrangements
 - Collecting police checks and references for all hires
 - All other administrative tasks related to the recruitment and hiring process.
- Ensure that all staff visas, passports and documents are valid and current at all times.
- Develop, implement and manage employee satisfaction, evaluation and feedback surveys during probation period and at end of contract.

Administrative:

- Serve as first contact to visitors of Foundation's main office
- Clerical tasks associated with the general calendar for all important organizational tasks, keeping all personnel aware of upcoming events
- Serve as information technology point of contact and support for internet and phone.
- Manage all hardware requirements and servicing.

Skills & Qualifications:

- Candidate must have at minimum a Bachelor's degree from an accredited university
- Experience in a special events capacity and experience in fundraising program administration preferred.
- Ability to handle multiple tasks, projects, and schedules.
- Ability to respond appropriately and immediately in tight timeframes
- Clear and concise verbal communication skills; excellent writing skills and the ability to communicate effectively with people at all levels.
- Flexibility and adaptability to operate effectively in a fast-paced environment; evening and weekend work, as required.

Remuneration:

This is a 6-month contracted volunteer position. The individual receives accommodation, visa, work permit and local transportation in lieu of salary.

Phuket Has Been Good To Us Foundation

80/14 Moo 3, Kamala, Kathu, Phuket 83150

Tel: (076) 278 146, Fax: (076) 341 534

info@phukethasbeengoodtous.org <http://www.phukethasbeengoodtous.org>

Registered Kingdom of Thailand Charity Organization 0-9930-00050-98-3