Orangutan Health Project

Project Assistant

Description

The Project Assistant will work under the supervision of the Project Coordinator/Director and assist in all aspects of the project’s work.

The procedure is to come as a paying volunteer for the first 3 weeks (US$950). This initial period gives you a chance to see how you feel about the project and your responsibilities, and equally important, it allows you and the Project Director/Coordinator to assess your working relationship. If you and they decide that you should stay on, then there will be no extra charge for the rest of your six-month stay.

Possible Responsibilities:

- Organising and supervising short-term volunteers
- E-mail correspondence for project
- Coordinating with referral organisations
- Data entry
- Assistance with grant writing as needed
- Assisting Project Coordinator or Director with any requested tasks
- Possible forest trekking and observation of wild orangutans in the jungle with staff and volunteers, including overnight camping for several days.

Note: the opportunity for trekking and orangutan observation is not guaranteed; it is totally dependent on the needs of the project at the time (i.e. the number of staff required, weather, the physical fitness of the assistant, etc.). Also note: there is no physical contact with orangutans.
Requirements

- University graduate
- Good problem-solving skills and ability to take the initiative
- Outgoing personality, patience, flexibility and a sense of humour!
- Ability to live under basic conditions with limited amenities
- Openness to, and acceptance of, non-Western ideas and cultures
- Fluency in English language
- Basic computer skills (Outlook, Word, Excel)

Min Experience:

None

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