

Campaign Assistant

Location: New York

Permanent

Salary: \$40,000 - \$50,000 per annum

Closing Date: Midnight 26th June



Campaign Assistant – The Role

If you are looking for a rewarding role where you can use your research and organizational skills, this position with World Animal Protection is for you. Join us and you will be part of a truly global organization, working to deliver a world where animal welfare matters, and animal cruelty has ended.

We want you to support the implementation and tactical delivery of this key campaign. This will involve helping to develop innovative campaign projects and providing administrative support, including monitoring expenses, processing travel arrangements, coordinating meetings, data entry and generating reporting. You will also carry out research, facilitate relationships with key external stakeholders and help with event organization. You will update records and systems too.

Campaign Assistant – Requirements

- Graduate caliber
- Demonstrable administration skills and experience
- Experience organizing external meetings and events
- Accurate data entry and excellent attention to detail
- Organized and able to produce accurate monitoring and reporting
- Sound knowledge of MS Office suite especially Word, Excel and Outlook
- Good time management and prioritization skills
- Excellent communicator
- Able to work on your own initiative and as part of a team
- Effective at building and maintaining relationships
- Passion for animals and be able to talk confidently about animal welfare issues

Join us and help move the world to protect animals.

How to Apply

If you want to be part of our dynamic organization and help us move the world to protect animals then please send us a copy of your resumé and a cover letter highlighting your skills and experience relative to the role to recruitment@worldanimalprotection.org

Due to the large volume of applications that we receive, we will not be acknowledging receipt of your application. If you do not hear from us within three weeks of the closing date, please consider your application unsuccessful.

World Animal Protection is an equal opportunity employer and committed to providing equal opportunities for everyone regardless of their background.

The successful candidate must have permission to work in the position location.

Who are we?

We are World Animal Protection.

For over 50 years we have moved the world to protect animals.

We protect animals because we believe a sustainable future for the planet can only be achieved if both animals and people are part of the solution.

We stop the exploitation of wild animals for entertainment and profit. We protect pets and working animals in communities across the globe. We campaign for better farmed animal welfare and fight against factory farming. We also help animals when disaster strikes.

Our vision is a world where animals live free from suffering. We are working to help people to see how important animals are to all of us.

We are determined to influence decision makers to put animals on the global agenda and inspire people to change animals' lives for the better. Today we're working on projects to end animal suffering by helping governments and communities to protect and care for their animals.

Why Work for us?

We move the world to protect animals globally but there are many other reasons to join our organization. We are a truly global organization with offices in Australia, Brazil, Canada, China, Costa Rica, Denmark, India, Kenya, the Netherlands, New Zealand, Sweden, Thailand, UK and USA. We employ over 380 people globally covering campaigns, media, fundraising, operations, finance, administration and human resources.

As well as competitive employee benefits, we want our employees to grow with us and build their careers within World Animal Protection and therefore encourage internal applications. We have a strong track record of offering existing staff promotions as well as secondments and position changes within the organization.

Job Description

CAMPAIGN ASSISTANT (focus on wildlife)



We are World Animal Protection.

We end the needless suffering of animals.

We influence decision makers to put animals on the global agenda.

We help the world see how important animals are to all of us.

We inspire people to change animals' lives for the better.

We move the world to protect animals.

World Animal Protection is a truly global organization, working in over 50 countries across the world, with offices in every continent. Our vision is a world where animal welfare matters and animal cruelty has ended. We protect animals because we believe a sustainable future for the planet can only be achieved if both animals and people are part of the solution.

Job Title: Campaign Assistant - Wildlife programme area

Location: **New York City**

Reports to: Wildlife team leader

*Technical/Professional Accountability to:
xxxx

Reportees:
None

*Technical/Professional Reports:
None

Budget holder: Yes (*project budget*)

Global/Local¹: Local

Main Purpose of the role

The Campaign Assistant supports the implementation and tactical delivery of the campaign working to research and coordinate projects which realize the campaign strategy. This person will be responsible for organizing elements of project activity and delivering tasks as directed by the Campaign Manager.

The Campaign Assistant plays a key role supporting the work of our Campaign Managers and the basic functioning of our office systems, including data management, coordination with key parties, and informing decision-making processes.

Duties and Responsibilities

Functional

- Work with the Campaign Manager and other internal stakeholders to help develop innovative projects for the campaign, capable of meeting World Animal Protection's strategic mission and movement goals.
- Provide administrative support to the Campaign Manager, including budget preparation, expense reporting, invoice/ contract processing, travel, and meeting coordination, calendar management, data entry and report generation, file organization and optimization.
- Assist with the development of effective tools and technical support for the campaign working closely with issue experts and technical advisors.
- Conduct research in support of the campaign, as requested by the Campaign Manager. Utilize internet and subscription research tools/resources to locate, analyze and interpret information. Prepare written reports including, but not limited to, biographical and business information, as directed.
- Facilitate relationships with a network of key external stakeholders relevant to the execution of the campaign and specific project objectives.
- Help develop World Animal Protection's positions and messages to external and internal audiences, including the public, the media, political, economic and other actors to promote key messages and further campaign and specific project objectives and thought leadership
- Assist Campaign Manager with implementation of campaign-related events, including contract preparation, sending invitations, tracking RSVPs, preparing nametags, etc.
- Assist Campaign Manager with fundraising activities by providing clerical, record-keeping, and other administrative support
- Maintain a strong knowledge of current affairs relating to the campaign, identifying opportunities for campaign amplification and actions.
- Help provide blog and social media content to communicate about campaign issues
- Assist with the cultivation of influencers and high-profile public figures to publicly support campaigns

Organizational responsibilities

- Work cooperatively with external organizations, teams within World Animal Protection and in the wider animal welfare movement to pursue project objectives and wider organizational goals, including those relating to brand, communications, fundraising and resource management.
- Actively participate in building our brand and maintain the integrity of our brand to support our profile, lead generation, income and engagement.
- Contribute to a learning culture for staff.
- The role holder will from time to time be required to undertake any other duties that are within the scope of this role.

- Take responsibility for their own health, safety and welfare, comply with health and safety policies and procedures, and not act in any way that compromises the safety of themselves, colleagues or the public.

Skills and Experience

Essential

- Bachelor's degree or comparable experience
- Demonstrated ability to research, analyse, and synthesize information gathered from varied sources.
- Strong organizational skills and efficiency in time-management, capable of balancing multiple projects with competing priorities to the highest standards in a timely manner while remaining flexible and positive.
- Proactive self-starter requiring minimal supervision, but also works well on a team.
- Strong verbal and interpersonal communications skills
- Excellent writing and editing skills (writing sample may be requested)
- Proficient with Microsoft Office and social media applications
- Experience of creating and managing budgets desirable.
- Works well under pressure of deadlines.
- Flexible to undertake work travel.

Qualifications

- College degree required
- Must have a passion for helping animals

Desirable

- Successful working experience in animal welfare, factory farming, food supply and security or environmental issues
- Demonstrable project management skills
- Experience working in the pork, poultry or dairy industries
- Experience working effectively with colleagues and external stakeholders in different countries and different cultural contexts
- Experience working in an international NGO environment.

Last reviewed/updated: *04/30/2019*

*World Animal Protection operates in a matrix environment. This means we routinely work with colleagues from different locations, business units and cultures in cross-functional and virtual teams.

!A **global role** works across geographic boundaries with a remit to enable the delivery of strategic organizational activity across the world, providing direct input and support at a local level as required. A **local role** is primarily focussed on the delivery of strategic organizational activity within a country or location, providing information and input to global strategy and directions as required.