

## BALI OFFICE VOLUNTEER

Job Description: Assist the Bali office coordinator with the following tasks:

---

- Organize fundraising events in Ubud and throughout Bali
- Raise awareness about the plight of the Sumatran orangutan amongst an international audience
- Liase with SOS headquarters in UK and other SOS branches
- Gather, motivate and organize the local volunteer group
- Revive and develop the SOS education programme in Bali
- Develop and maintain contacts with local media
- Develop an educational programme for international and Balinese schools
- Network with local NGO's, government departments and the expatriate community in Ubud and Bali
- Coordination and supervision of merchandise production
- Follow-up on reports of primates in captivity
- Campaigns
- Work in collaboration with Medan branch of the SOS. This may include fundraising and grantwriting for SOS Sumatra projects
- Contribute to the SOS Newsletter
- Various administrative tasks. e.g. Manage emailing lists

---

The SOS Bali office is located in Ubud, in a pleasant downtown location. Ubud is the cultural centre of Bali. The position is offered on a volunteer basis; the cost of visa extensions will be covered by SOS.

We are looking for energetic individuals capable of multitasking, working unsupervised, initiating and managing all of the above tasks. Good social, managerial and communication skills are essential.

Hours of work will be 10am – 5.30pm with 1 hour lunch break, 5 days per week.

Long weekends can be arranged to give you the chance to explore the island.

Excellent knowledge of English required. Knowledge of Bahasa Indonesia an advantage.

A commitment to work at least 4 – 6 months minimum. Please note that there is no opportunity of hands-on work with apes.