



Limbe Wildlife Centre

A collaboration between Pandrillus Cameroon and the Government of Cameroon's Ministry of Forestry and Wildlife (MINFOF)

Limbe, South West Region, Cameroon, PO BOX 878

Communications and Fundraising Officer and Volunteer Coordinator

The Limbe Wildlife Centre is seeking a dedicated volunteer to join our team and contribute to our mission of protecting Cameroon's unique wildlife: take a crucial and active role in the communications and fundraising activities at the LWC. We are looking for a dedicated and motivated individual to make a long-term commitment (6 months minimum), whose ultimate responsibility is to assist the Fundraising and Communications Manager to raise awareness of the LWC, gather financial support, and manage our international volunteer programme.

This position will be ideal for an individual with some previous experience in communication, fundraising or volunteer coordination who wishes to take on more responsibility and grow their skills. You will be able to use your experience and skills to benefit the rescued animals at the LWC.

Role description

- Assist the Fundraising and Communications Manager in developing and implementing strategic communication and fundraising plans
- Take responsibility for updating the LWC's website and social media platforms to help raise awareness of our work
- Assist in coordinating fundraising campaigns and events, including donor outreach and relationship management
- Write and edit communications materials, such as newsletters, press releases, and fundraising appeals
- Tracking and report on fundraising goals and progress
- Assist in the recruitment and management of volunteers
- Taking care of volunteers and ensuring they are having a fulfilling and enjoyable volunteer experience, and taking steps to improve the volunteer programme
- Ensure that volunteers are properly briefed on their responsibilities and kept engaged and motivated
- Coordinate volunteer schedules and activities

Normal working hours are 8:00am to 5:00pm, 6 days a week. These hours may vary.

The right volunteer will:

- Be willing to make a long-term commitment (6 months or more preferred)
- Experience with social media management and content creation

- Be happy to adhere to established protocols and instructions from management
- Understand the importance of following the guidelines and expectations of volunteer duties, roles, schedules, and requirements
- Ability to engage with a diverse range of people in a friendly professional manner, with strong communication and interpersonal skills for developing working relationships in a multi-cultural environment in Africa
- Some background or education in conservation, marketing and/or communications
- Excellent communication skills, including writing and MS Office
- Be reliable, dedicated, organised and professional
- Ability to multitask and prioritise tasks effectively
- Ability to work well on your own and as part of a team
- Previous experience in fundraising or volunteer coordination is a plus
- Previous experience in wildlife conservation and animal care is a plus
- Passion for wildlife conservation and a commitment to the mission of the Limbe Wildlife Centre
- Physically fit and able to work in a hot and humid tropical climate
- Be willing to have all necessary tests (TB, HIV and medical) and vaccinations (yellow fever, typhoid, COVID-19, hepatitis A, hepatitis B and DTP (diphtheria, tetanus, and polio))

The volunteer will be provided with:

- You will be provided with a reasonable monthly food and drinks allowance of 100,000XAF with 5,000XAF for phone credit
- You will receive accommodation in a Pandrillus house, as well as house security from 6.00am to 6.00pm seven days per week and housekeeping five days per week
- Lunch is provided on work days

A probation period will apply for the first month.

Your time and support make a massive difference to all the rescued animals that have been given a second chance at Limbe Wildlife Centre and we thank you for considering this role.

Please apply by email by submitting a cover letter and detailed CV to info@limbewildlife.org