

Cruelty Response Coordinator

(Full-time · Associate)

M/s PETA India · Delhi, India

About the job

Position Objective :

To assist PETA India's Cruelty Response Team (CRT) in handling cases involving cruelty to animals and enforcing laws

Work Schedule :

The schedule will include daytime, evening, and weekend work.

Reports To :

Manager of Cruelty Response Projects

Location :

Mumbai or Delhi (The position will involve office, field, and remote work.)

Primary Responsibilities & Duties :

- Respond to specific cruelty-case calls and complaints received via e-mail or through social media in an effective and efficient manner
- Respond to general cruelty-case complaints, such as housing societies that wrongly impose restrictions on companion animals, with form letters and other means of ensuring legal rights
- Coordinate promptly with local animal protection organisations or volunteers to file cruelty-case complaints
- Work with law enforcement authorities such as police, forest department officials, and SPCA representatives to get non-cognisable offence reports, first information reports, or preliminary offence reports registered, including by independently travelling to the concerned location when necessary
- Help members of the public with ways they can assist in matters of cruelty to animals
- Maintain and update the CRT's national database on volunteering and law enforcement contacts and services
- Ensure that thorough records are maintained for complaints received via phone, e-mail, and social media regarding cruelty cases, including how they were handled and concluded

- Professionally represent PETA India to the public, organisations, volunteers, veterinarians, government agencies, the police, and others
- Perform any other duties assigned by the supervisor

Qualifications :

- Minimum of a bachelor's degree from a recognised institution
- Voluntary or other experience handling cruelty-to-animals cases
- Computer proficiency
- Fluency in Hindi and English
- Knowledge of other local Indian languages a plus
- Exceptional organisational and time management skills, including multi-tasking
- Excellent oral and written communication skills
- Ability to deal patiently with animal protection organisations, volunteers, and other government contacts
- Passion for facilitating law enforcement work, preventing cruelty to animals, and helping animals in need
- Compassionate, responsible, and self-driven character
- Outgoing and personable manner with excellent communication skills
- Adherence to a vegan lifestyle
- Ability and willingness to travel independently, as needed, to handle cruelty cases
- Supportive position *vis-à-vis* PETA India's philosophy and the ability to advocate for the group's positions on issues in a professional manner
- Commitment to the objectives of the organisation

Please submit your updated Resume/CV to Jobs@petaindia.org

For Details :

<https://www.linkedin.com/jobs/view/3665563627/>