



**Vacancy: Education Assistant (No.1)**  
**Code: BNHS/Adv/07 (for google form)**

*BNHS announce following vacancy for its Conservation Education Centre at Delhi. Interested candidates may send their application via **google form** along with a detailed CV giving two references on or before 26<sup>th</sup> January 2023.*

*Google Form Link –*

[https://docs.google.com/forms/d/e/1FAIpQLSczkAH4lc8NjIWzxabkYYse9Rqb2cZNUL7Nmy5GvyNkeeSp9g/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSczkAH4lc8NjIWzxabkYYse9Rqb2cZNUL7Nmy5GvyNkeeSp9g/viewform?usp=sf_link)

Note: Kindly add Vacancy Code mentioned in the point one in the google form. One form for one post. You can apply for multiple positions, However, application for each position has to be made separately.

Visit BNHS website to know more about our programs <https://www.bnhs.org/>. Tel: 022-22821811.

**Positions:** 01

**Work location:** Conservation Education Center – Delhi, Asola Bhatti Wildlife Sanctuary

**Qualification:** M.Sc. in Environmental Science /Life Sciences / Zoology / Botany/ or similar qualification.

**Age:** 22 to 30 years

**Desirables:** Minimum one year experience in similar position is desirable. Good physical and mental health is essential. Good knowledge of the natural history and local flora and fauna of the region. Knowledge of local language is essential. Ability to work with a team is a must.

**Remuneration:** Initial appointment will be as a Education Assistant for six months with a remuneration of Rs.24,000/- per month.

**Job profile:**

1. To assist in implementing environment programs/modules for academic institutions, government sectors, local communities and general public.
2. To conceptualize, design and develop educational materials that are supportive to programs as well as contribute to educational resources of the center.
3. To develop content for education material in local languages.
4. To develop thematic programs based around Eco day celebration, citizen science and community engagement.

5. To implement project related activities and prepare timeline for deliverables.
6. To promote programs through print and electronic media.
7. To visit schools and colleges on periodic basis.
8. To write program reports, proposals and quarterly reports.
9. To prepare press releases.
10. To Assist in designing future program plans, periodic activity reports, annual plans, and various related office work.
11. To co-ordinate with volunteers and interns.
12. To assist Program Manager in implementation of education programs and projects.
13. To carry out photo documentation of events / flora and fauna.

### **Core competencies required:**

**Professionalism:** Working experience of nature education. Good data mining skills, and ability to rapidly analyze and integrate diverse information from varied sources.

**Communication:** Good written and verbal communication skills, Internet Communication Technology (ICT) skills are must.

**Planning and organizing:** Proven ability to plan and organize work, Ability to integrate the education administration and accounts work.

**Teamwork:** Ability to work collaboratively with colleagues to achieve organizational goals; Ability to maintain effective working relations with volunteers and visitors.

**Commitment:** The job demands good amount of commitment as it involves working on weekends/public holidays sometimes.

**Languages:** English is the working language. For the post advertised, fluency in oral and written English and Hindi is required.

**Computer Savvy:** Excellent computer skills - Microsoft Office (word and excel is must), canva, email, internet (conversant with social media) are required.