



The Bombay Natural History Society, Mumbai India's premier environmental organization engaged in conservation of nature, research in natural history/wildlife, since 1883, BNHS announces the following vacancy for its Conservation Education Centre (CEC) in Delhi, located in Asola Bhatti Wildlife Sanctuary.

Vacancy: Centre Manager

Position: 1 (on contract basis).

Work place - Conservation Education Centre (CEC), Delhi

Qualifications: Masters in Environmental Science / Life Sciences / Zoology / Botany / or similar qualification. Excellent communication and writing skills are essential. Fluent knowledge of English and Hindi is necessary.

Salary: negotiable

Age: 28 to 35 years

Job profile:

Nature Education
Ensure that exiting educational modules/projects catering to various target audiences in CEC premises or other locations are undertaken successfully through nature trails, presentations, workshops, camps, etc.
Design special programs for students, corporates, professionals, journalists, NGOs, etc.
Design innovative presentations, trails, camps, field visits and workshops for visitors/course participants such a way that they get holistic educational inputs on biodiversity, conservation and sustainability
Study and document the flora/fauna of CEC forest
Content Development
Design and edit new modules, PPTs, themes, assignments, field guides, leaflets etc.
Write popular articles in newspapers/magazines on conservation/sustainability
Administrative Supervision
Check/verify various registers, statements, advances
Supervise purchase of consumables/assets as per budget provisions and maintain databases.
Team Development
Provide training and assign duties to staff
Meetings, discussions with staff for feedback/review
Identify right candidates as volunteers, resource persons, interns and future employees.
Synergies/Strategic Planning
Develop a feasible annual work plan, including budget, in consultation with Director in line with the Strategic goals and work towards completing the targets
Periodic review and supervision of the ongoing projects/programs/activities

Develop holistic conservation education programs for various target audiences to move towards Sustainability Knowledge Centre
Periodic feedback to Director/Education Committee/Accounts about work done/MIS
Promote cross departmental services/goods like souvenirs, publications, library, collections, etc
Networking/Publicity/Fund Raising
Visit/call/email educational institutes/corporates to promote/present CEC offerings and explore tie-up/collaboration opportunities
Create, edit publicity write-ups on CEC/BNHS and circulate the same on website, social media, mass media and through hand-outs
Pitch stories and update the media about BNHS activities through PRO.
Write concept notes/proposals to corporates/donors to partly meet various funding requirements through HR/CSR funds
Interact with government departments in Delhi for official/promotional purposes

General Instructions:

1. Interested candidates can send their application via email with a detailed CV by 31st May 2023 to HR Dept. Bombay Natural History Society, Hornbill House, Shaheed Bhagat Singh Road, Opp. Lion Gate, Mumbai – 400001 Tel. 22821811.

Email: cv.hr@bnhs.org

2. BNHS reserves the right to reject any candidature in view of the incomplete information provided by the candidate or for any other reason thereof.

Kindly visit our website www.bnhs.org to know more about us.