



Bombay Natural History Society (BNHS)

- Position** : Public Relationship and Membership Officer
Education : Graduate with Degree/Diploma in Journalism/Communication
Age : below 30 years
Experience : up to 2-3 years in Public Relations
Salary : Rs. 50,000 per month CTS

Public Relationship Officer:

- Initiating and maintain contact with media personnel.
- Drafting and disseminating press releases, press notes, regular uploads on the official website of the Society.
- Developing and implementing publicity strategies for print, electronic and social media.
- Plan, organise and execute events at the Society, like the annual Flamingo Festival, book releases, lectures, Publicity of all CEC programmes, courses and nature trails.
- Conceptualising, developing and organising meetings, fund-raising events and other ceremonies.
- Arranging interviews and news conferences for the scientists in the Society.
- Representing the Society as spokesperson and answering both written and oral enquiries.
- News and press tracking and disseminating press release – Putting up new items related to conservation, environment and related topics as published in newspapers/social media for information of Director.

Membership Officer:

- Working on membership promotion.
- Regular communication with members, giving updates about Society's activities.
- Renewal of membership.
- Maintaining membership data.
- Organising meetings of Membership Committee.