

**Bombay Natural History Society (BNHS)**

**Position** : Public Relationship Officer

**Education**  : Graduate with Degree/Diploma in Journalism/Communication

**Age** : below 30 years

**Experience** : up to 2-3 years in Public Relations

**Salary** : Rs.25,000 – Rs.35,000 per month CTS

**Public Relation 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.
* Gathering information and designing communication materials for internal and external audiences
* Developing, implementing and evaluating communication strategies
* Assisting and preparing assigned reports and briefs
* Drafting speeches and preparing presentations for senior officials
* Designing and monitoring regular uploads on the official website of the Society.
* Preparing and delivering educational and informative lectures for awareness towards environmental initiatives of the Society.
* Assisting in preparation of brochures, newsletter, reports and other materials.
* Developing content for the varied environment education courses offered, volunteer training programs, internal magazine and other official requirements
* Compering events
* Annual General Meeting-Assisting in related communication with members
* Co-ordinating with Director and Project In-charge for any press release.

**General Instructions:**

* Interested candidates can send their application via email with a detailed CV within 10 days by giving three references at HR Dept. Bombay Natural History Society, Hornbill House, Shaheed Bhagat Singh Road, Opp. Lion Gate, Mumbai – 400001.

**Email: cv.hr@bnhs.org**

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