

## Education Officer

**Details about the job opening:** The Bombay Natural History Society (BNHS), India's oldest NGO dedicated to conserving flora and fauna, is seeking an Education Officer for its Conservation Education Centre (CEC), Goregaon, Mumbai to design, implement, and coordinate conservation education programs, develop new educational content, and assist with administrative supervision and fundraising for the centre.

**Job Specification for Education Officer:** The Education Officer will lead conservation education activities, including the design and implementation of biodiversity-related projects, workshops, nature trails, camps, and specialized courses for diverse audiences. The position requires strong communication, organizational, and networking skills to plan programs, manage logistics, and build collaborations with corporates, NGOs, educational institutions, and government agencies.

### **Essential and Desirable qualifications are as follows:**

|   |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Name of Position</b>        | Education Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2 | <b>Emoluments</b>              | <b>Rs 35000/- per month</b> , plus, Personal Accident Policy.<br><i>A higher start can be considered for a candidate with work experience that is closely aligned with the specific job requirement of the BNHS.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3 | <b>Duration</b>                | Initially <b>one year</b> , renewable based on performance and project requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4 | <b>Experience</b>              | Relevant experience in environmental education, project coordination, or conservation outreach preferred.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5 | <b>Location</b>                | CEC–Mumbai, Maharashtra                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 6 | <b>Type of engagement</b>      | Contract Based                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 7 | <b>Essential Qualification</b> | Master's degree in Environmental Science / Life Sciences / Zoology / Botany or similar fields. Excellent communication and writing skills. Fluent in Marathi, English, and Hindi.<br><br><b>Desirable Experience:</b> <ul style="list-style-type: none"> <li>• Experience in designing and implementing educational programs and biodiversity projects</li> <li>• Ability to develop content such as presentations, modules, and educational materials.</li> <li>• Familiarity with environmental NGOs, schools, or government departments.</li> <li>• Strong networking, coordination, and fundraising ability.</li> </ul>                                                                                                                                                                                                                                       |
| 8 | <b>Key Responsibilities</b>    | The major duties and responsibilities: <ul style="list-style-type: none"> <li>• Conduct, design, implement, and coordinate biodiversity projects and conservation education programs.</li> <li>• Execute existing modules through nature trails, workshops, presentations, camps, and design programs for diverse audiences.</li> <li>• Create new conservation education content (modules, PPTs, themes, materials).</li> <li>• Supervise administration: Check/verify registers/advances, supervise procurement of consumables/assets, and promote eco-friendly practices.</li> <li>• Networking and Fundraising: Connect with educational institutes, corporates, and forest departments to promote CEC offerings.</li> <li>• Draft concept notes and proposals to secure HR/CSR funding.</li> <li>• Liaise with forest and government departments.</li> </ul> |
| 9 | <b>Age Limit</b>               | <b>25 to 40 Years</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**Note:** While submitting the application, advertisement no. (Advt. No.31/2025) is to be mentioned in subject line.

### **General Instructions**

1. Interested candidates can send their application in the format attached along with a detailed CV, within **15 days**, by giving two references. While applying, the candidates should mention the **Name of the post** and the **advertisement number** in the subject line of the email Eg: **31/2025- Application for the post of Education Officer** and email the completely filled in application on: [cv.hr@bnhs.org](mailto:cv.hr@bnhs.org), [director@bnhs.org](mailto:director@bnhs.org).

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

**Application for the post of Education Officer**

Space for  
photograph

- Name in full (in BLOCK letters) :
- Date of Birth :
- Nationality :
- Father's /Husband's name :
- Address for correspondence including :
- Mobile & Email :
- Educational / Professional Qualifications from **Matriculation onwards**

| Sr. No. | Examination passed | Year | Board/University | Subject | Marks Obtained |
|---------|--------------------|------|------------------|---------|----------------|
|         |                    |      |                  |         |                |
|         |                    |      |                  |         |                |
|         |                    |      |                  |         |                |
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Details of previous employment, if any

| Sr. No. | Name of the post | Name of the Institution/organization, full address | Pay scale/Fellowship | Duration |      | Title of work/nature of experience |
|---------|------------------|----------------------------------------------------|----------------------|----------|------|------------------------------------|
|         |                  |                                                    |                      | To       | From |                                    |
|         |                  |                                                    |                      |          |      |                                    |
|         |                  |                                                    |                      |          |      |                                    |
|         |                  |                                                    |                      |          |      |                                    |
|         |                  |                                                    |                      |          |      |                                    |

- Title of Dissertation/ Thesis (Post Graduate) if any:
- Extra-Curricular Activities:
- Technical Qualifications:
- Highlight the key reasons why you believe you are well-suited for this position and how your qualifications align with the requirements of the role (information to be provided for point 1 to 8 mentioned in the JD in 1000 words-attach separate sheet):
- Name addresses contact details of reference who can speak about you in detail (other than family members):
  1. **Reference 1:**
  2. **Reference 2:**
- Any other relevant information

### **Declaration**

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. I shall abide by the terms and conditions specified in the project.

**Place:**

**Applicant's signature with date**