



(Advt. No. 05/2026)

Senior Education cum Centre In-Charge

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 to design, implement, and coordinate conservation education programs, develop new educational content, and assist with administrative supervision and fundraising for the Conservation Education Centre (CEC).

Job Specification for Senior 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	Name of Position	Senior Education cum Centre In-Charge (01 nos.)
2	Emoluments	Negotiable, based on experience.
3	Duration	Initially one year , renewable based on performance and project requirements
4	Experience	Relevant experience in environmental education, project coordination, or conservation outreach preferred.
5	Location	CEC–Mumbai, Maharashtra
6	Type of engagement	Contract Based
7	Essential Qualification	<ul style="list-style-type: none">• Master's in Environmental Science / Life Sciences / Zoology / Botany / or similar qualification. Excellent communication and writing skills are essential.• Minimum 5–7 years of experience in conservation education/programme management/centre administration.• Fluent knowledge of Marathi, English and Hindi is necessary.
8	Key Responsibilities	<p>Centre Administration & Leadership</p> <ul style="list-style-type: none">• Overall in charge of Conservation Education Centre (CEC), Mumbai.• Provide strategic direction and annual planning for education and outreach programmes.• Supervise and guide education staff, project assistants, interns and volunteers.• Oversee day-to-day administration, logistics and operational management of the Centre.• Monitor budget utilisation and ensure financial discipline. <p>Projects</p> <ul style="list-style-type: none">• To design, implement and monitor projects related to biodiversity and conservation education.• Develop new project proposals and ensure timely execution and reporting. <p>Nature Education</p> <ul style="list-style-type: none">• Ensure that existing conservation educational modules/projects/courses catering to various target audiences in Mumbai are undertaken successfully (nature trails, presentations, workshops, camps, courses, etc.).

		<ul style="list-style-type: none"> • Design conservation education programs for underprivileged students, corporates, professionals, journalists, NGOs, etc. • Prepare annual education calendar and outreach strategy. <p>Content Development</p> <ul style="list-style-type: none"> • Create new Conservation Education modules, PPTs, themes, assignments, techniques & other educational material. • Review and upgrade existing content. <p>Administrative Supervision</p> <ul style="list-style-type: none"> • Check/verify various registers, statements, advances. • Supervise purchase of consumables/assets as per budget provisions and maintain databases. • Use existing resources/tools effectively, develop more where required. • Initiate/encourage holistic/eco-friendly practices. <p>Networking/Publicity/Fund Raising</p> <ul style="list-style-type: none"> • Visit/Call/Email educational institutes/corporates/forest department to promote/present CEC offerings and explore collaborations. • Write concept notes/proposals to corporates/donors through HR/CSR funds. • Interact with forest departments and government departments for official/promotional purposes. • Represent CEC at meetings and public platforms when required.
9	Age Limit	25 to 40 Years

Note: While submitting the application, advertisement no. (Advt. No.05/2026) is to be mentioned in subject line.

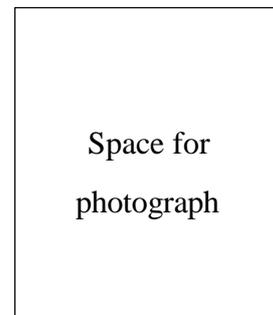
General Instructions

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: **05/2026- Application for the post of Education Officer** and email the completely filled in application on: cv.hr@bnhs.org, 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 Senior Education Officer

- 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

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