(**Advt. No. 03/2026)**

Membership & Programme Officer

Details about the job opening: The Bombay Natural History Society (BNHS), India's oldest non-governmental organisation dedicated to the conservation of flora and fauna, is seeking motivated **Membership & Programme Officer** to support its Membership & Programmes Department. The position is ideal for a detail-oriented individual with a strong interest in administrative coordination, member engagement, database management and event planning and organisation. This role offers an opportunity to contribute to BNHS's conservation mission by strengthening member relationships and supporting the organisation's growing membership base. Preferably based in Mumbai.

Job Specification for Membership & Programme Officer: The selected candidate will be responsible for managing membership enrolments, renewals, member records and communications, while also planning, coordinating and conducting various activities and programmes organised by BNHS. The programmes component will involve planning and coordinating nature trails, bird walks, workshops, lectures, nature camps, educational activities and other member-oriented and public outreach programmes, in Mumbai and in various BNHS field sites. The officer will coordinate programme logistics, registrations, participant communication, resource persons and on-ground arrangements to ensure the smooth execution of activities. The position will also involve coordinating with various BNHS departments and external stakeholders, maintaining programme records, and assisting in initiatives to strengthen member engagement and participation.

Essential and Desirable qualifications are as follows:

1	**Name of Position**	Membership & Programme Officer
2	**Emoluments**	INR 35,000/- per month, plus Personal Accident Policy. A higher starting salary may be considered for a candidate with relevant work experience.
3	**Duration**	Regular basis, but initially for 1 year, extendable based on performance and project extension
4	**Experience**	Experience in membership administration, programme coordination, event management, member communications or administrative support, preferably within a member-based organisation, non-profit organisation or educational institution.
5	**Location**	Hornbill House, Colaba, Mumbai (Travelling may be required from time to time)
6	**Type of engagement**	Contract Based
7	**Essential Qualification**	Graduate in any discipline, preferably with qualifications or training in communications, event management, or social sciences. **Desirable Experience:** Strong written and verbal communication skills. High level of accuracy and attention to detail. Good organisational, coordination and time-management skills. Professional, courteous and service-oriented approach. Proficiency in MS Office, particularly Word and Excel. Ability to maintain databases, registration records and reports. Experience in organising events, workshops, outdoor activities or public programmes will be an advantage. Ability to manage multiple assignments and resolve operational challenges. . **Other Requirements:** At least basic awareness of wildlife, nature and conservation

8	**Key Responsibilities**	The major duties and responsibilities: • Process new memberships, renewals, upgrades, and cancellations accurately and in a timely manner. • Maintain and update membership databases and records. • Coordinate with the Accounts Department to reconcile payments and resolve discrepancies. • Respond to membership-related queries via email and phone in a professional manner. • Assist in issuing membership cards, certificates, and acknowledgements. • Support membership drives, outreach initiatives, and institutional/corporate memberships. • Prepare basic reports on membership statistics and trends as required. • Ensure compliance with BNHS membership policies and procedures. • Plan, coordinate and organise BNHS activities, including nature trails, bird walks, workshops, lectures, nature camps, educational programmes and outreach events. • Coordinate with BNHS departments, naturalists, subject experts, resource persons, venues and external organisations for programme execution. • Manage programme registrations, participant communication, confirmations and related documentation. • Coordinate logistical arrangements, including transportation, accommodation, equipment, permissions, catering and other requirements, wherever applicable. • Ensure the smooth conduct of programmes through on-ground coordination and participant management. • Assist in developing new activities and initiatives to increase member participation and public engagement with BNHS. • Prepare & Maintain Annual calendars, budgets, attendance records, feedback and post-programme reports. • Coordinate with the communications and publicity teams for programme announcements, promotional material and participant updates. • Undertake travel and work on weekends or holidays when required for the conduct of programmes.
9	**Age Limit**	**Up to 30 Years**

Note: While submitting the application, advertisement no. (Advt. No. 03/2026) is to be mentioned in the 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: **'03/2026- Application for the post of Membership and Programmes 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 Membership and Programmes 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

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**