Opportunity with SCCS-Bangalore - Conference Administrator

The Student Conference on Conservation Science, Bangalore (SCCS-Bangalore) is looking for a Conference Administrator for the 2021 conference. If you are interested in applying for the job, please send your CV and the names of two professional referees to sccs@sccs-bng.org. The subject of the email should read: “Application for Conference Administrator”

In your email briefly describe any previous relevant work experience (if any) in less than 200 words and attach a recent CV of not more than 3 pages.

Duration of employment: Full-time between 1st February - 31st December 2021 (possibility of working part-time for the first three months [February to April 2021] can be discussed).

Job responsibilities: The Conference Administrator is responsible for working with the Operations Committee of SCCS-Bengaluru to develop the SCCS-Bengaluru platform, including the annual conference. With regard to the annual conference the Conference Administrator will assist the OC with curating the sessions of the conference, overseeing and implementing all logistical tasks related to the conference like travel, catering and accommodation; ensuring regular email communication with participants and resource people; developing content and managing the conference website; coordinating volunteers; hiring equipment; accounting, report-writing and other such tasks which may arise before, during and after the conference.

Location: The Administrator will need to be based in Bengaluru, India and work closely with members of the conference organising committee.

Candidates must possess the following qualifications
1) Good language and communication skills (spoken and written English)
2) Foundational computer skills (especially proficiency with MS-Word, Excel and email)
3) Highly organised and comfortable with multi-tasking
4) Able to work systematically and independently, take initiative, meet deadlines and work with a team of people
5) Have 3-5 years of work experience

Preference will be given to those who have
1) Experience with editing online content and Wordpress
2) Access to a two/four-wheeler
3) Previous experience with conference or production management
4) Familiarity with SCCS-Bengaluru
5) Awareness of conservation issues and engagement with the conservation community in India
**Salary:** Commensurate with experience and as per general NGO pay scales in Bangalore

The position will remain open till we find a suitable candidate. For any specific queries please get in touch with us at sccs@sccs-bng.org.