Opportunity with SCCS-Bengaluru - Conference Administrator

[The Student Conference on Conservation Science](#)- Bengaluru (SCCS-Bengaluru) is looking for a Conference Administrator for the 2023 conference.

Location: Bangalore

Deadline to apply: 1st December 2022

Job responsibilities: The Conference Administrator is responsible for working with the Organising Committee of SCCS-Bengaluru for curating the sessions of the conference, facilitating abstract submissions, overseeing and implementing all logistics tasks related to the conference like travel, catering and accommodation; ensuring regular email communication with abstract reviewers, presenters, participants and resource people; developing conference content and managing the conference website and social media; coordinating volunteers; hiring equipment; accounting, report-writing and other such tasks which may arise before, during and after the conference.

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 organized, self-motivated and comfortable with multitasking
   4) Able to work systematically and independently, take initiative, meet deadlines and work with a team of people
   5) Ability to manage social media accounts of the organization.

Preference will be given to those who have
   1) Previous experience with conference or production management
   2) Familiarity with SCCS-Bengaluru
   3) Educational or practitioner background in conservation and engagement with the conservation community in India
   4) Work experience that demonstrates the above skills
   5) Access to a two/four-wheeler

Salary: Salary will be in the range of Rs. 30,000-40,000/- per month. Commensurate with experience and as per general conservation NGO pay scales in Bangalore

Application Process: If you are interested in applying for the job, please send your CV and a Statement of Purpose (SOP) to sccs@sccs-bng.org. The subject of the email should read: "Application for Conference Administrator".

In your email, briefly describe previous relevant work experience in less than 200 words. The SOP should not be longer than one page and a recent CV not more than 3 pages. Please include the names and contact details of two professional referees in your CV.

The position will be closed as soon as we find a suitable candidate. For any specific queries, please get in touch with us at sccs@sccs-bng.org.