



Opportunity with SCCS-Bangalore : Conference Administrator

[The Student Conference on Conservation Science, Bangalore](#) (SCCS-Bangalore) is looking for a Conference Administrator for the 2022 conference.

Location: Bangalore

Deadline to apply: 20 December 2021

Job responsibilities: The Conference Administrator is responsible for working with the Organising Committee (OC) of SCCS-Bangaluru to develop the SCCS-Bangaluru platform, including the annual SCCS conference. The Administrator will work with the Organising Committee to co-create programmes that further SCCS's mandate to build capacity within aspiring and early-career conservation scientists and practitioners across Asia and Africa.

With regard to the annual conference, the Conference Administrator will assist the OC with 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.

Preference will be given to those who have

- 1) Experience with editing online content and the Wordpress system.
- 2) Access to a two/four-wheeler.
- 3) Previous experience with conference or production management.
- 4) Familiarity with SCCS-Bangaluru.
- 5) Educational or practitioner background in conservation and engagement with the conservation community in India.
- 6) Work experience that demonstrates the above skills.

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.