



Opportunity for the role of Communications Officer

About:

The Holématthi Nature Foundation (HNF) is a wildlife conservation organisation headed by senior conservationists and researchers with decades of experience in the wildlife and conservation sector. We work closely with all relevant stakeholders to adopt an integrative approach towards conservation. HNF encourages equal opportunity and is an organisation offering a stimulating work environment.

We are on the lookout for an enthusiastic and experienced Communications Officer to head our team's internal and external communications. You will be the face of HNF via our social media and website. This is an **in-office position at our Bengaluru office**, but the position may involve some travel to our field sites for documentation of our activities.

Salary will be commensurate with the market standards, the applicant's experience and the interview assessments.

Main Responsibilities:

1. Developing content, and updating project activities, for the HNF website
2. Coming up with a social media strategy and writing content for the same
3. Writing donor reports
4. Maintaining and improving the existing photo database
5. Working with the organisation's visual designer to create content for all of the above
6. Handling of HNF's merchandise and the merchandise section of our website

Essential Qualifications

1. A compelling written portfolio with relevant samples, ideally those related to wildlife or environmental issues;

2. A keen interest in wildlife conservation;
3. Fluency in English, with a keen eye for grammatical and literary errors;
4. Working knowledge of website editors such as Wix and Wordpress;
5. Basic knowledge of e-commerce logistics and handling;
6. Strong creative skills with a proven track record;
7. Independent and innovative thinking;
8. Must be willing to commute to our office in south Bangalore

Desirable qualifications:

1. A graduate in any stream
2. Relevant knowledge of Karnataka's wildlife
3. Written Kannada skills
4. Illustration skills and working knowledge of illustration software such as Adobe CC and Canva.