• **Executive - Grants Programme**  
  Location: Noida, Uttar Pradesh  
  Full-time Position  
  Last Date to Apply: 31st May 2020

• **Coordinator - Outreach & Communications**  
  Location: Noida, Uttar Pradesh  
  Full-time Position  
  Last Date to Apply: 31st May 2020

• **Coordinator - Technology for Conservation**  
  Location: Noida, Uttar Pradesh  
  Full-time Position  
  Last Date to Apply: 31st May 2020

Before applying, please read the job descriptions and qualifications detailed in the following pages.

To apply please send your updated CV along with an appropriate cover letter to thehabitattrust@hcl.com, cc: anamikabhowmick@shivnadarfoundation.org with the position you wish to apply for mentioned in the subject line.
**Designation:** Executive – Grants Programme  
**Location:** Noida, Uttar Pradesh

**Job Responsibilities:**
- Implementation and monitoring of The Habitats Trust’s annual Grants Programme.
- Coordinating with partners and logistical support for the Grants Programme.
- Evaluation, reporting and coordination with grant recipients.
- Providing information and support to grant recipients for on-ground implementation.
- Building and maintaining relationships with the Trust’s stakeholders and supporters.
- Working with the team and supporting the implementation of the Trust’s other programmes when required.

**Qualifications:**
- The candidate must have experience working in the social sector or relevant degree in the field of conservation.
- The candidate must hold at least an undergraduate degree.
- The candidate must have strong grasp of Microsoft Office, in particular Excel and PowerPoint.
- The candidate should have good team-working skills.
- The candidate must have a keen interest in conservation issues.
**Designation:** Coordinator – Outreach & Communications  
**Location:** Noida, Uttar Pradesh

**Job Responsibilities:**
- Management and campaign curation for The Habitats Trust's social media platforms.
- Development of online engagement content including blogs, videos, etc.
- Development of offline content including annual reports, publications, newsletters, etc.
- Regular maintenance and updating of The Habitats Trust website.
- Engaging resource persons for specialised content development on biodiversity and conservation issues.
- Working with the team and supporting the implementation of the Trust's other programmes when required.

**Qualifications:**
- The candidate must have at least 3 years of experience in the field of social media management and content development.
- The candidate must hold at least an undergraduate degree.
- The candidate must have a strong understanding of social media platforms.
- The candidate should have excellent communication and writing skills.
- The candidate should have the ability to make recommendations and work independently on projects.
- The candidate must have a keen interest in conservation issues, and good knowledge of wildlife, biodiversity and best practices.
COORDINATOR
TECHNOLOGY FOR CONSERVATION

Designation: Manager / Coordinator – On-ground Initiatives
Location: Noida, Uttar Pradesh

Job Responsibilities:
• Development and implementation of technological initiatives for the benefit of on-ground conservation.
• Ideation and management of The Habitats Trust’s Technology for Conservation vertical.
• Engaging tech developers to execute envisioned projects.
• Coordinating and working with on-ground partners for deployment of technology.
• Researching and staying up to date with current and emerging technology.
• Working with the team and supporting the implementation of the Trust’s other programmes when required.

Qualifications:
• The candidate must have at least 3 years of experience in the field of technology development and implementation.
• The candidate must hold a relevant degree.
• The candidate must have a strong understanding of coding and programming, and an aptitude for innovation.
• The candidate should have strong team management and team-working skills.
• The candidate should have the ability to make recommendations and work independently on projects.
• The candidate must have a keen interest in conservation issues, and good knowledge of wildlife, biodiversity and best practices.