

Ecozone Administrator

Job Description

We are seeking a dedicated, environmentally conscious professional with **a minimum of two years' relevant experience**, ideally in **environmental projects or CSR initiatives**. The **Ecozone Administrator** will be responsible for overseeing the day-to-day operations of the Ecozone & Training, ensuring the seamless delivery of **Ecozone training programs**, and coordinating closely with trainers, partner organizations, and CSR teams to drive impactful sustainability initiatives.

Job Responsibilities

- Manage daily operations of the Ecozone and resource management.
- Maintain records, prepare monthly/quarterly reports, and Audits.
- Monitor inventory, ensure equipment maintenance, and handle vendor relationships.
- Conduct training for Schools students at Ecozone on a need basis.

Selection Criteria

Age	25 Years to 35 Years
Education	Graduate in Environmental Science, Horticulture, Environmental Engineering, B.Tech in Agriculture, Sustainable Development, or related field (MSW with environmental focus is an advantage).
Languages needed	English & Kannada
Commitment	2-4 Years minimum
Salary	₹ 3 – 4.2 L per annum (based on experience) with food & transportation
Work Timing	8:30am to 5:30pm (Readiness/Flexibility to Travel)
Location	Bengaluru (Bidadi)
Skills	-Excellent verbal and written communication skills. -Proficient in MS Office, OneDrive, email, and basic data analysis. -Strong passion for sustainability with a practical, problem-solving mindset.. -Demonstrated leadership and effective team-management abilities. -Willingness to travel extensively within assigned areas for coordination and project supervision.
Other requirements	- Basic budgeting or procurement knowledge to manage small-scale purchases or vendor interactions. - Willingness to work flexible hours , including weekends or early mornings, when community events require it.

If you are interested, please send your resume to office@yuvakasangha.org with subject line “Ecozone Administrator”