



The Bermuda Zoological Society (BZS)

BZS is the support charity for Bermuda Aquarium, Museum & Zoo. It funds community outreach projects and public events, award-winning exhibits, world-class animal care, plus top-ranked education, conservation and research programmes — all accredited by the Association of Zoos & Aquariums (AZA).

PART-TIME MARKETING / ADVERTISING POSITION

This position will be for 17.5 hours per week.

Job Description:

Under the supervision of the Development Office creates and distributes high quality electronic and print communications.

Using desktop publishing and image creation software designs and creates electronic and hard copy media including brochures, flyers, annual reports, advertisements, posters, banners, promotional items, newsletters and other marketing collateral.

Responsibilities:

Working independently and proactively writes, edits, and/or proofreads all copy including printed materials, web pages, print advertising, catalogue/handbook descriptions, articles, calendar announcements, email notices.

Plans, designs and distributes effective and innovative campaigns (including e-flyers) to notify members and donors of upcoming programmes and events.

PART-TIME MEMBERSHIP & ADMINISTRATOR POSITION

This position will be for 17.5 hours per week with some evening and weekend work as needed.

Job Description:

Under the supervision of the Development Office, co-ordinates the BZS membership programme and assists in general administrative processes. To ensure the success of our programmes we are looking for an energetic person to join the BZS team and support our work. Excellent organizational skills, and communication skills, both written and spoken, are essential to the success of this role.

Responsibilities:

Working independently and proactively to manage planning and creation of all elements of our Membership programme and for increasing Membership revenue. Provide administrative support to the Executive Committee and Sub-Committees, keeping minutes, maintaining files and supporting strategic planning, project management, event management and administration for all BZS projects and programmes.

Computer Skills:

Highly proficient and experienced with Microsoft Office applications; particularly Word, Excel, PowerPoint, Publisher and Outlook. Must be able to work with customized databases and technology, and conduct Internet research. Must be able to use a projector and laptop to run meeting presentations and/or videos.

TO APPLY FOR EITHER POSITION:

E-mail The Development Officer
development.bzs@gov.bm with the following:

A paragraph on why you would like to work for the BZS and why we should care about *Educating Tomorrow's Environmentalists*.

Your resume

Two references

Closing date for applications: 26 April 2013