

Konservasi Indonesia is a national foundation established to support sustainable development in the country. We are the main partner of Conservation International in Indonesia. For more information, please visit: www.konservasi-id.org

We envision a healthy and prosperous Indonesia where biodiversity is valued and preserved. With offices and project sites across Indonesia, we promote a sustainable landscape-seascape approach and establish partnerships with multiple stakeholders across sectors and jurisdictions to deliver lasting impacts for people and nature in Indonesia.

As we are constantly expanding, we are currently hiring to fill the following position for our office in **Jakarta**:

Event Officer

(Code: EO)

Konservasi Indonesia is developing an event and media engagement strategy to strengthen and guide the organization's communication work. This strategy will serve as both a reference and an evaluation tool to ensure communication activities are implemented effectively.

To support the timely and consistent implementation of this strategy, Konservasi Indonesia is looking for an Event Officer who will play a key role in coordinating and delivering day-to-day event planning and execution, in close collaboration with the Event and Media Engagement Coordinator.

The Event Officer is responsible for coordinating Konservasi Indonesia's internal and external communications support related to events. This position works closely with the Event and Media Engagement Coordinator, the national communications team, and program teams in developing content for external communications, and collaborates with HR and Operations for internal communications as needed

KEY RESPONSIBILITIES

Events: In collaboration with the Communications and Operations teams, support the planning and delivery of Konservasi Indonesia (KI) events. Work includes, but is not limited to:

- Identify program requirements and expectations for each event, particularly events intended for public outreach, media engagement, and publication.
- Coordinate end-to-end event planning (from concept to execution) aligned with KI's vision and mission, target audience, and objectives.
- Coordinate with journalists as required (e.g., invitation follow-up, media handling, media engagement, and maintaining the media contact list).
- Support event success and help ensure event KPIs are achieved (e.g., attendance, engagement, media coverage, membership conversion).
- Support vendor and partner engagement, including assisting with negotiations as needed to deliver events.
- Monitor implementation details to ensure all aspects remain aligned with event objectives.
- Support on-site event implementation on the event day (D-Day).
- Collaborate with Strategic Communications and Branding teams to coordinate post-event communication materials and dissemination (e.g., press release, flyer, banner, backdrops).
- Monitor and analyze event implementation and prepare event reports.
- Produce event documents and tools (e.g., event brief, timeline, run sheet, and vendor/contact list) to support smooth execution.
- Prepare post-event documentation, including key outcomes/lessons learned and media coverage recap, as applicable.
- Work closely with the Event and Media Engagement Coordinator

ADDITIONAL RESPONSIBILITIES

- Support knowledge management processes for communications and programs.
- Ensure compliance with Konservasi Indonesia's brand guidelines and communications protocols.
- Ensure compliance with Konservasi Indonesia's procurement policies.



KONSERVASI INDONESIA

- Travel to field sites as required to support the production of visual communications materials (including video), as needed.
- Travel to field sites as required to support the implementation of the event strategy.

QUALIFICATIONS

Required (*critical to successful job performance. Applicants not meeting required skills may not be hired*)

- A minimum of two (2) years of progressively responsible experience in event organizing or a closely related field is required.
- Experience coordinating events.
- Experience supporting event strategy development and execution.
- Experience supporting the facilitation of press conferences, workshops, discussions, FGDs, and similar events.
- Strong vendor management skills.
- Ability to develop event concepts aligned with KI's vision.
- Experience organizing activities and coordinating teams.
- Team player; able to work with people from different cultures and backgrounds.
- Professional proficiency in spoken and written English.

WORKING CONDITIONS

- Work is performed in a typical office environment with travelling to field sites as required.
- Flexibility to occasionally work outside normal business hours to meet deadlines, as needed.

Please send your current resume and cover letter (no more than 4 pages) to:
indonesia.hrd@konservasi-id.org

Please fill the "subject" column of the e-mail with this format:

< EO > - < your name >

Closing date for the application is **May 19, 2026**
(Only short-listed candidates will be notified).