



**PROTECTING
SNOW LEOPARDS**
for over forty years

The International Snow Leopard Trust Job Announcement IT Specialist

Summary

Employment Status: Regular, Full-Time

FLSA Status: Non-Exempt

Category: Global Operations / Technology

Reports to: Deputy Director

Location: Full-Time Remote (preferred hours 7:00 AM – 3:00 PM GMT)

Recruitment: Open from August 7, 2026 through August 28, 2026

Background

The International Snow Leopard Trust (SLT) is a non-profit organization dedicated to conserving the snow leopard and its high-mountain ecosystems. SLT aims to ethically conserve snow leopards and their high-mountain ecosystems through partnerships with Indigenous peoples & local communities, and through research to improve the understanding of snow leopard behavior, needs, habitats, and threats.

SLT operates through its Partner Network in snow leopard range countries, including India, the Kyrgyz Republic, Mongolia, Nepal, and Pakistan, with additional teams in the United States and Europe. We collaborate with governments and conservationists across all twelve range countries through the intergovernmental initiative, the Global Snow Leopard and Ecosystem Protection Program. Additionally, we advance snow leopard conservation through the Snow Leopard Network while promoting ethical conservation practices globally via the Ethical Conservation Alliance.

Position Purpose

The Information Technology (IT) Specialist plays a critical role in maintaining and advancing the digital presence, productivity, and security of Snow Leopard Trust and its global network. Reporting to the Deputy Director with project guidance from the Senior Technology Architect, this position works cross-functionally with the Director of Global Partnerships and other leadership team members. This multi-faceted role supports SLT's Global Operations and serves in a web developer capacity to build and maintain organizational and partner websites,



champions the integration of internal AI productivity tools, and assists with cybersecurity initiatives. This position suits a technology professional who combines web development skills, tech fluency, and robust cybersecurity awareness with a dedication to global wildlife conservation.

Key Responsibilities

Web Development & Maintenance (50%)

- Serve in a web developer capacity to maintain, troubleshoot, and routinely update **up to ten** websites including SLT's primary website and SLT's partner network and global alliance websites (e.g. Snow Leopard Network, Ethical Conservation Alliance, Global Snow Leopard Ecosystem Protection Program).
- Ensure all websites are optimized, accessible, and aligned with organizational messaging and design standards.
- Collaborate with the SEO/Google Ad Grant Consultant and Communications Team to support search engine optimization (SEO) and customer conversion strategies.

Global Operational Support (20%)

- Work flexibly across time zones to remain highly accessible to support international field teams and partner network countries including overseeing special projects and addressing urgent needs.
- Coordinate with the Senior Technology Architect to align on technical project roadmaps, implementation schedules, data management and digital infrastructure priorities.

AI & Productivity Optimization (20%)

- Support the implementation and optimal adoption of authorized AI tools and prompt engineering to improve staff productivity across the organization.
- Stay updated on emerging AI tools and new forms of productivity tools to expand organizational reach and effectiveness.

Cybersecurity & Systems Administration (10%)

- Maintain a strong understanding of current cybersecurity best practices and implement appropriate safeguarding measures to mitigate potential risks.
- Serve as a reliable technical back-up to the Senior Technology Architect to monitor system health and safeguard the organization against potential digital threats.
- Assist with the implementation of and adherence to SLT's Computer Use and AI Policy.



Required Qualifications and Experience

- At least 3 years of experience in web development, IT support, or a closely related technology role.
- Proven proficiency in website management using WordPress, HTML/CSS, PHP and standard web development practices.
- Strong familiarity with AI tools, prompt optimization, and leveraging generative AI for workplace productivity.
- Proficiency with data management across multiple platforms.
- Foundational knowledge of cybersecurity frameworks and data protection protocols.
- Ability to work independently and remain nimble when solving technical problems for a global, distributed team.
- Excellent written and verbal communication skills, with proficiency in English.
- Commitment to SLT's mission, ethical conservation practices, and organizational values.
- Ability to work flexible hours to accommodate needs and communication with international teams.

Preferred Skills & Qualifications:

- Knowledge of search engine optimization (SEO) techniques and experience working with generative AI search mechanics.
- Experience working within a non-profit, environmental, or international development framework.
- Experience or familiarity with tools utilized within the organization (e.g., Salesforce, Google Workspace, Rippling).
- Proficiency in a language from a snow leopard range country

Supervisory Responsibilities:

N/A

Location & Physical Demands:

This is a global recruitment search for a full-time remote position. While schedules can be flexed, to ensure effective collaboration with our international team and field offices, the suggested working hours are **7:00 AM – 3:00 PM GMT**. Applicants from any location are welcome and **candidates based within snow leopard range countries are strongly encouraged to apply**. The ability to work independently and effectively in remote and challenging environments is essential. This position requires prolonged periods of computer work and could involve occasional travel. The role requires the ability to communicate and exchange



information effectively. This position requires a dedicated home office setup with reliable high-speed internet.

Compensation & Benefits:

The compensation package for this position will be competitively set based on work location commensurate with experience and the benefits offered will be customary for the work location approved for this position. Salary ranges are based on various factors including the labor market, job type, internal equity, and budget. Exact offers are calibrated by work location, individual candidate experience and skills relative to the defined job requirements. For US-based candidates, the hourly wage range for this position is between \$26 and \$33 an hour and employees (and their families) are eligible to enroll in SLT's medical, dental & vision plans. Employees are eligible to enroll in SLT's 403(b) retirement plan. SLT supports generous paid time off. Full-Time employees accrue 13.33 hours of vacation and 5.33 hours of sick leave monthly. SLT also supports 10 paid holidays per year. SLT offers a flexible weekday schedule based on time zones. **For candidates applying from outside the US, compensation and benefit packages will be competitive and aligned with regional market rates and local labor standards.**

Employment & FLSA Status:

Regular, Full-Time, Hourly, Non-Exempt

HOW TO APPLY

Please submit **both** a resume/cv and cover letter to jobs@snowleopard.org as a PDF document by the deadline to be considered and include "IT Specialist" in the subject line of the email submission. The deadline for submitting your application is August 28, 2026. Please do not call regarding this position. Questions regarding this position should be emailed to jobs@snowleopard.org.

Job offer is contingent upon verification of credentials and other information required by the employment process and may include an oral interview(s), skills test and the successful completion of a background check.

SLT values and celebrates diversity in the workplace and is committed to advancing equity through our work. Cultivating a diverse and inclusive staff is a priority. People of color and others with underrepresented identities (including, but not limited to: gender identity, class, socioeconomic status, sexual orientation, age, ability and background) are strongly and sincerely encouraged to apply. Snow Leopard Trust is an equal opportunity employer and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.