

Position – Manager, Content & Communications

Location: Remote

Do you want to leverage your content & communication skills in transforming millions of lives in marginalised areas and play a key role in transforming India? Do you want to build the Communicator in you & emerge as a seasoned Communications Professional? If so, join us. This is a mid-management position.

Job description

1. Lead social media strategy and content – develop strategy to build handle following, identify relevant themes and topical days, develop social media campaigns, create compelling content that builds engagement
2. Drive website strategy and content to build footfall, and keeping the website updated
3. Create compelling content independently for media articles and other communication collaterals (video scripts, digital brochures, leaflets, annual reports)
4. Build and maintain rapport with program team leads to identify communications opportunities and convert these into specific assets
5. Develop a roster of agencies for social media, website and design

Responsibility

- Work independently and develop high-quality English content with minimal instruction
- Manage and prioritise multiple tasks and projects simultaneously while meeting deadlines
- Support and manage team in developing and executing communications plans
- Research relevant information for content development
- Interact with program teams to get a clear understanding about the requirement
- Stay abreast of latest communication trends & practices; and incorporate these into your work

Qualifications/Experience

- Master's degree in Communications & Bachelor's in English Literature
- Minimum 6 years of relevant work experience in content development; and 2-3 years managing a team
- At least 4 years of experience in social media management & content development of organisational handles
- Professional fluency in English (written & spoken)
- Working knowledge of Hindi
- Proficiency in creating PowerPoint presentations, and use of Excel and Word

Additional Skills

- Good communication skills
- Collaborative workstyle and Team player
- Understanding of marketing, production, website design, brand identity, advertisements, and multimedia design
- Ability to work independently as well as collaboratively with colleagues in a matrix organisation
- Desire to work in the development space and has taken action towards this
- Experience in development sector will be an added advantage, however, basic knowledge of social sector is essential
- Ability to work in a high performance environment with tight deadlines

Apply with your **updated CV** and a **cover note** (200 words max) explaining why you want to apply for this position **by 15th September, 2022**. Please email recruitments@gandhifellowship.org

Piramal Foundation is an equal opportunities organisation and promotes gender diversity at the workplace. Women candidates are encouraged to apply.