

Position – Senior Assistant 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.

Job description

1. Create compelling content independently for digital brochures/emailers, leaflets, power point presentations
2. Build and maintain rapport with program teams to get data and updates
3. Undertake Ecosystem research for developing content

Responsibility

- Work independently and develop high-quality English content with minimal instruction
- Support communication team leaders with content and research
- Manage and prioritise multiple tasks and projects simultaneously while meeting deadlines
- Interact with program teams to get a clear understanding about the requirement
- Stay abreast of latest communication trends & practices; and incorporate these into work

Qualifications/Experience

- Master's degree in Communications & Bachelor's in English Literature
- Minimum 2 years of relevant work experience in content development across media
- Professional fluency in English (written & spoken)
- Working knowledge of reading and writing in Hindi
- Proficiency in creating PowerPoint presentations, use of Excel and Word

Additional Skills

- Good communication skills
- Team player and Collaborative working style
- Understanding of social and digital media
- Ability to work independently as well as collaboratively with colleagues in a matrix organisation
- Keenness to work in social sector demonstrated through actions in the past
- Experience in development sector will be an added advantage
- 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 at recruitments@gandhifellowship.org

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