

Job Title: Associate (Communications)

Reports to: Communications Manager, CSBC

The Centre for Social and Behaviour Change (CSBC), Ashoka University - India's leading Liberal Arts University – is funded by a grant from the Bill & Melinda Gates Foundation (BMGF). The vision of CSBC is to establish an institution, based out of India that is globally reputed for thought leadership and excellence in impactful behaviour change interventions for low-income and marginalized populations. The Centre is focused on bringing new capabilities such as behavioural science, design thinking, advanced data analytics, and responsive feedback to governments, practitioners, and donors to help better design and optimize behaviour change interventions. We work closely with Central and State Governments as well as other stakeholders in the areas of nutrition, sanitation, financial inclusion, maternal & newborn care, data privacy, and agriculture.

OVERVIEW OF THE ROLE:

The communications team at CSBC is responsible for creating internal and external communications strategies and output management. The Associate (Communications) will closely work with the internal team to brainstorm, create outputs and manage vendor relationships.

KEY RESPONSIBILITIES:

The Associate (Communications) will be responsible to anchor the partnerships end-to-end and ensure that there is complete alignment with stakeholders (internal and external) at all times, timely completion of deliverables, and a sustainable rhythm of work.

- Handle and execute communication campaigns for our programs lines to drive awareness around key programs and initiatives.
- Preparation of marketing collaterals and presentations, case studies, mailers, etc.
- Handle end-to-end communication initiatives internally and on outreach channels.
- Coordinate with teams to gather information and craft content and messages for mailers, social media posts, digital screens, creatives for project communications, etc.
- Storyboard or translate communication plans to the designers and/or vendor partners.
- Manage communication calendar and ensure seamless and timely dissemination.

EXPERIENCE & SKILLS REQUIRED:

- 3-5 years of experience in communications or a related field.
- Extraordinary attention to detail with an ability to track and execute multiple work streams at once.
- Demonstrated ability to self-start, work cross-functionally, and manage multiple stakeholders.
- Strong project reporting skills, with a focus on interdepartmental communication.
- Superior written and verbal communication skills.
- Should have a creative eye and a keen interest in design and visualization.
- Design skills are preferred but not required.
- Advertising agency background is preferred.

LOCATION:

The position will be located in New Delhi, with work from home till the COVID-situation persists. Given these circumstances, the role would be on-boarded remotely. The candidate should have work authorization in India (preferably Indian citizenship or Overseas Citizenship of India).

They would need to be available through regular working calls to virtually join team discussions and to support project requests.

NATURE OF EMPLOYMENT:

This is a full-time role (Monday-Friday) for an initial duration of 1 year, extendable upon mutual agreement.

COMPENSATION:

Remuneration is competitive with the sector but may vary subject to the candidate's professional qualifications and work experience.

HOW TO APPLY:

Please send your application to careersatcsbc@ashoka.edu.in.

In your application, please include:

- Clearly mentioning the position title "Associate (Communications)" in the subject line of the email
- CV
- Portfolio (not compulsory)
- A one-page letter highlighting no more than 5 specific reasons as to why you are interested and best suited for the job requirements. This is a crucial screening for your application.

Closing date: October 31, 2021

We encourage early application as applications will be processed as they are received so the recruiting process may end earlier than the closing date.

We are an equal opportunity organization and encourage diversity within the organisation. Women, differently-abled persons, SC/ST/OBC, LGBT+ candidates are especially encouraged to apply.
