JOB DESCRIPTION

Communications Officer

Location: New Delhi **Job Type:** Full-Time

About the Role

The Communications Officer will play a key role in executing communication strategies and ensuring consistent, high-quality messaging across various platforms. The role requires a tech-savvy, detail-oriented individual with strong digital skills and the ability to coordinate and deliver activities across different communication verticals.

Key Responsibilities

- Develop high-quality content for newsletters, blogs, websites, presentations, concept notes, reports and brochures.
- Collaborate with teams to gather stories, data and visuals that showcase the organisation's work.
- Coordinate with external agencies and vendors to strengthen content delivery, visibility and organisational branding.
- Edit and proofread content to ensure accuracy, clarity and consistency in messaging.

Digital Media Management

- Manage the organisation's social media accounts and digital platforms, including content planning, publishing and audience engagement.
- Maintain and update the organisation's website with relevant content and news.
- Implement social media strategies to increase followers, engagement and brand awareness.
- Develop multimedia content, including graphics, videos and animations, for digital platforms.
- Maintain records of the organisation's and its brands' media presence across print, television and digital channels.

Internal Communications

- Develop internal communication materials to keep staff and volunteers informed and engaged.
- Support the planning and execution of internal events and initiatives.
- Prepare internal newsletters, bulletins and updates to promote consistent and transparent communication.
- Encourage a culture of open communication and feedback within the organisation.

Event Support

- Assist in planning and promoting events, campaigns and fundraisers.
- Develop event communication materials, including invitations, programmes and promotional content.
- Provide on-site support during events to ensure smooth execution and media coverage.
- Coordinate with vendors, partners and stakeholders to support successful event delivery.

Stakeholder Engagement

- Support donor, partner and stakeholder engagement through effective communication, reporting, presentations, meetings and feedback facilitation.

Qualifications and Skills

- Bachelor's degree in Communications, Journalism, Public Relations, Marketing or a related field; a master's degree is preferred.
- 3–5 years of relevant experience in communications, preferably within the non-profit sector.
- Strong writing, editing and proofreading skills, with the ability to understand concepts and translate them into crisp, compelling content.
- Excellent English communication skills.
- Experience in social media management and digital marketing.
- Ability to work independently and collaboratively in a team environment.
- Strong organisational and time-management skills.

- Passion for child rights and commitment to the organisation’s mission.

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