

About the Role: Centre for Social Impact and Philanthropy is looking for an Assistant Manager - Communications, to strengthen content and design across its website, social media and publications, thereby playing a vital role in brand building and knowledge management. The candidate should have flexibility to work on multiple projects with various team members. The candidate should also have the ability to assess effectiveness of communications through data and analytics.

Responsibilities: The candidate will be responsible for the following:

- Creating content and design according to the content calendar for social media, website, special reports and other external as well as internal facing documents and properties
- Ideation, design and development of collaterals (branding, infographics, other outreach material)
- Maintaining all social media handles and analysing data on engagement, visitors and followers on social media properties
- Updating content on CSIP website and tracking engagement data
- Coordinating with external consultants and vendors for creation and delivery of audio/visual material
- Creating newsletters for stakeholders - donors, students, partners
- Documenting the processes, good practices and success stories related to internal and external communication at CSIP

Eligibility and Skill Requirements

- Strong and error free oral and written communication skills
- Strong and error free content writing skills (preferably in both English and Hindi)
- Designing collaterals in consonance with brand guidelines
- Ease of working with data and numbers; expertise in analytics will be an added advantage
- At least 3 years of relevant work experience
- Ability to multitask and work across across functional teams

- Interest in the social impact sector
- Right to work in India
- A bachelor's degree in Development Communication / Literature / Journalism / Fine Arts or related field
- Knowledge of Wordpress, Canva, Excel and Google Analytics will be a plus

To Apply: Please [click here](#) and upload the following documents

- One-page resume
- Cover letter Subject line - [Assistant Manager - Communications: (Applicant Name)]
- What has been the most transformative experience in your life, and why? (Max 300 words)

Compensation: Competitive, based on experience.

Location: Based in, or with travel to, Sonipat 1-2 days a week. Currently work from home.

Deadline: Rolling basis. This is an urgent hire, early applications preferred.

Note: Only shortlisted candidates will be contacted.