



**A SOCIETY FOR PROMOTION OF INCLUSIVE AND  
RELEVANT EDUCATION**

[www.aspire-india.org](http://www.aspire-india.org) [contactus@aspire-india.org](mailto:contactus@aspire-india.org)

B 117, FF, Sarvodaya Enclave, New Delhi 11001

**ASPIRE** – A Society for Promotion of Inclusive and Relevant Education, seeks a passionate and skilled Communications Coordinator for its Delhi office.

### **About ASPIRE:**

ASPIRE is a registered non-profit organization dedicated to making education inclusive, socially relevant, and aligned with 21st-century challenges. We are a people's movement committed to ensuring all children have the best learning opportunities and complete secondary schooling through a revitalized government school system.

### **Job Responsibilities:**

- Collaboratively develop and implement communication plans targeted at different audiences.
- Co-lead efforts to redesign and enhance the organization's website, incorporating layout, graphics, animation, and video elements.
- Create engaging and relevant content for our website, newsletters, blogs, digital media, and audience-driven social media output.
- Produce creative content using digital tools and editing suites.
- Develop templates and guidelines to align all communication and marketing materials with brand standards.
- Identify and collaborate on digital content and communication materials as needed.
- Support the improvement of communication flows, both within and outside the organization.
- Manage social media communications.
- Perform other tasks as assigned by the line manager.

### **Requirements/Qualifications:**

- Bachelor's/Master's degree in Mass Communication or an equivalent field from a reputable institute.
- Proficiency in JavaScript, HTML, and CSS.
- Experience in web design and content production.
- Exceptional English writing skills.
- Strong communication and teamwork skills.
- Proficiency in Adobe Photoshop, InDesign, Illustrator, or similar applications.
- Strategic thinking and the ability to enhance communication efforts.
- Flexibility, self-motivation, and efficient multitasking.
- Proficiency in Odia language is a bonus.

### **Remuneration:**

Salary will be determined based on prior experience and the last drawn salary.

### **Application Process:**

Please send your applications, including your CV and a Cover Letter explaining your interest in ASPIRE and how your experience prepares you for this role, to [contactus@aspire-india.org](mailto:contactus@aspire-india.org) by 20th November.

ASPIRE is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.

**Note:** Only shortlisted candidates will be contacted.

