

Self Reliant India (SRI)



Is looking for Associate / Manager - Communication

Job Summary:

[Self Reliant India](#) is looking for a dedicated communications Associate / Manager to join our team. The communications Associate / Manager will support our internal and external communications strategy, write and disseminate publicity material, respond to inquiries from the public and media, and coordinate promotional events. To succeed as a communications Associate/Manager, you should be able to think creatively, and have excellent communication and interpersonal skills. This role may include some overtime as well as occasional weekend work. We're looking for someone who can operate effectively with little or no supervision and who can manage multiple tasks at once.

Responsibilities and Duties:

- Collaborate with management to develop and implement an effective communications strategy based on our target audience.
- Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicates the organization's activities, products and/or services.
- Respond to media inquiries, arrange interviews, and act as a spokesperson for the organization.
- Seek opportunities to enhance the reputation of the brand, and coordinate publicity events as required.
- Maintain records of media coverage and collate analytics and metrics.
- Proficiency in design and publishing software.
- Plan events, seminars and press conferences
- Build long-term relationships with influencers and key stakeholders.
- Developing and implementing an editorial calendar
- Writing fundraising-related content to inspire donors and communicate the impact of support given; Helping to develop online, direct mail and direct engagement fundraising campaigns that engage individual and corporate donors.

Experience and Knowledge

- Degree in relevant discipline, preferably a Master's Degree or higher in communications
- 3-8 Years of experience in a communications, marketing or journalist role
- Experience in project management with a proven track record of delivering on objectives
- Experience of developing and implementing media, advocacy or marketing campaigns
- Experience of representing an organization to the public or/and media
- Knowledge of the environment in which non-governmental organizations operate.

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Skills and Special Aptitudes

- Excellent written and verbal communication and presentation skills
- Attention to detail and strong organizational skills
- Ability to work calmly under pressure and within a small dynamic team
- Excellent interpersonal and networking skills
- Ability to manage a complex workload and work to tight deadlines
- Standard office ICT skills, including social media.
- Ability to work alone and as well as in a team

Salary – 3-6 Lakhs/Annum

Location: Rewari (Delhi-NCR) with 25-30 % traveling



To Apply: Send your CV and a brief cover letter to hr@srindia.org