

URGENT REQUIREMENT

Centre for Social and Behaviour Change Communication (SBC³) seeks to recruit for the Position listed below.

About Centre for Social and Behaviour Change Communication (SBC³)

SBC³ has been set up in 2017, as a Section 8 (non-profit) Public Company focussing on developing and implementing SBCC programs. We are also a UNICEF Partner agency.

Website: www.centreforsbcc.org

Positions:	Manager, Communication and Events
Timing	Full time position, 5 day week.
Qualifications	Post Graduate in Communications or equivalent degree. Candidates with MBA or MSW with adequate experience in communication may also apply.
Experience:	About 3-4 years' experience with last 2 years at a position with similar experience.
Date for Joining:	Immediate.
Location	Mumbai, currently office is at Santa Cruz East adjacent to Railway station

Roles and Responsibilities

This is an important position and includes Digital and Development Communications, Events Management and Donor Relations. The key roles include:

- Assisting in developing all communication components for all SBCC programs covering all formats across all media.
- Managing assigned websites and Social media accounts.
- Developing and managing the ngo onboarding and relationship management for Cycle for Good (<https://www.centreforsbcc.org/cycle-for-good/>)
- Develop and manage a program of donor relations including developing and mail management of eNewsletters, Annual Reports, Program reports for website.
- Manage vendors for websites, social media and creative agencies for creative output.
- Developing analytics for website and social media and reporting periodically.
- Participate actively in developing Communication elements for SBCC programs and in executing them.
- Organise and manage Events related to our projects/organisation.
- Write content for social media and website.

Skill set and Competencies

- Marathi speaking/writing skills are essential
- Knowledge of development issues
- Outstanding verbal and written communication skills.

- Extremely well conversant and articulate in English and Hindi. Additional Marathi skills would be welcome.
- Proven ability to effectively work and coordinate with team.
- Excellent knowledge of online requirements and technologies/methods covering social media and web.
- Knowledge of and experience of various media.
- Experience of working on development Communication projects.
- Very comfortable with Computer skills.
- Excellent presentation skills are required
- Willingness to travel if needed.

Note: The roles and responsibilities underlines that the person should be self-motivated.

Remuneration:

Will be between Rs. 40,000 and Rs. 50,000/- per month subject to qualifications and experience.

Interested candidates please send us your CV by email, within 10 days, to
“contact@centreforsbcc.org” with the subject line marked “**Manager Communication and Events**”

IMPORTANT: The position is primarily for those currently located in Mumbai. **Outstation candidates will not be considered.**

