

## URGENT REQUIREMENT

### Manager Communication and Events

**Centre for Social and Behaviour Change Communication (SBC<sup>3</sup>)** seeks to recruit for the Position listed below.

**Centre for Social and Behaviour Change Communication (SBC<sup>3</sup>)** 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](http://www.centreforsbcc.org)

|                          |  |
|--------------------------|--|
| <b>Positions:</b>        | <b>Manager, Communication and Events</b>   |
| <b>Timing</b>            | <b>Full time position, 5 day week.</b>   |
| <b>Qualifications</b>    | <b>Candidates could be from: Post Graduate in Communications or equivalent degree; Candidates with MBA or MSW with adequate <u>communication</u> experience; Post graduate from TISS in Media with experience in communication with an ngo.; PGD from Xavier Institute of Communication; PGD in Social Communication Media from Sophia Polytechnic; PG extension studies in Media from SNDT. Marathi language skills are very important.</b> |
| <b>Experience:</b>       | <b>About 3-4 years' experience with last 2 years at a position with similar experience. Please note that MSWs with only program experience and no Communication experience will not be considered.</b>   |
| <b>Date for Joining:</b> | <b>Immediate.</b>  |
| <b>Location</b>          | <b>Mumbai, currently office is at Santa Cruz East adjacent to Railway station</b>  |

### Roles and Responsibilities

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

- Responsible for all Communication requirements for the UNICEF project on Ending Child Marriages in Maharashtra.
- 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.
- Communication for retail fund raising.

### **Skill set and Competencies**

- 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.
- Able to handle professional cameras for photography and home video.
- 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. Selected candidate will be required to have own Laptop. Reimbursement for net connections will be provided.

### **Remuneration:**

Will be between Rs. 35,000 and Rs. 50,000/- per month subject to qualifications and experience.

Interested candidates please send us your CV by email, within 15 days, to “[contact@centreforsbcc.org](mailto: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.**

