

URGENT REQUIREMENT

Coordinator Communication

Centre for Social and Behaviour Change Communication (SBC³) set up in 2017, as a Section 8 (non-profit) Public Company focused on developing and implementing SBCC programs. We are also a UNICEF Partner agency. Website: www.centreforsbcc.org

We are recruiting for this UNICEF funded project for Ending Child Marriages (ECM) titled 'SAKSHUM'. UNICEF projects are a great opportunity for professional learning and growth.

This position are exclusively for persons currently living in Mumbai. Outstanding command of spoken and written Marathi and English are essential. Non-Marathi candidates will not be considered.

Position:	Coordinator, Communication
Timing	Full time position, 5 day week.
Qualifications	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.
Experience:	About 1-3 years' experience with last 1 years at a position with similar experience. <u>Please note that MSWs with only program experience and no Communication experience will not be considered.</u>
Date for Joining:	Immediate.
Location	Mumbai, currently office is at Santa Cruz East adjacent to Railway station
Reporting to:	Founder and MD

Roles and Responsibilities

This is an important position and includes Digital and Development Communications. The key roles include:

- Responsible for all Communication requirements for the UNICEF project on Ending Child Marriages in Maharashtra. This includes developing and writing stories on cases of child marriage interventions, developing content for microsite on the SAKHUM Project
- Assisting in developing all communication components for all SBCC programs covering all formats across all media.
- Managing assigned websites and Social media accounts.
- Manage vendors for websites, social media and creative agencies for creative output.
- 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

- Knowledge of development issues.
- Outstanding verbal and written communication skills.
- Extremely well conversant and articulate in English, Hindi and Marathi.
- Proven ability to effectively work and coordinate with team.
- Excellent knowledge of online requirements covering social media and web.
- Knowledge of and experience of various media.
- Able to handle professional cameras for photography and home video is an advantage.
- Experience of working on development Communication projects.
- Very comfortable with Computer skills.
- Excellent presentation skills are required
- Willingness to travel if and when 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. 45,000/- 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 “**Coordinator Communication**”

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

