### About IGSSS

Indo-Global Social Service Society is enabling the poorest communities in unreached India to break free of social and economic deprivation, to achieve a positive transformation in their quality of life, since 1961. Presently, IGSSS is reaching out to around 400,000 marginalized people across India with interventions focusing on six thematic verticals – Sustainable Rural Livelihood, Urban Poverty Reduction, Climate Change Adaptation, Disaster Risk Reduction, Youth Development and Gender Equity.

### Opportunity to work with IGSSS

### If you are enterprising and want to experiment with innovative strategies for a better society this amazing opportunity is for you.

### IGSSS is launching a project to engage the Residents Welfare Association and Clubs around a theme that interests them as well have social and political concerns too in the National Capital Region. The objective of the project is to establish constructive cooperation with RWAs and clubs for an inclusive and pro-poor society.

### Designation: Officer-Communication

### Location: New Delhi

### Duration: 18 months

### Job Summary

 Officer will develop and deliver an engaging communication strategy as per the project objectives.

**Key Responsibilities**

1. To curate engaging visual and written content in the form of impact stories, process documentation, IEC materials, events, and strategic discussions for external and internal communication
2. To manage social media handles, establish relationship with offline and online media to promote project objectives.
3. To cover project activities and create a depository of videos and photographs of the project.
4. To support in event management.

**Required Qualification, experience and core competencies:**

1. 3+ years of experience in development communication.
2. Proficient in various software and tools for designing.
3. Proficient in using mass email platforms like mail chimp.
4. Knowledge to manage the backend of website.
5. Knowledge of digital engagement best practices.
6. Should have a knack for storytelling and ability to think creative.
7. Strong analytical skills, and ability to use data to drive decision making.
8. Excellent writing, editing, proofreading, and oral communication skills.
9. Ability to convert complex content into simpler messages as per the varied stakeholders.
10. Ability to work independently and collaboratively, with individuals and cross-disciplinary teams.
11. Positive attitude and commitment to teamwork.
12. Ability to work flexible hours, as needed.

IGSSS is an equal opportunity employer and give a special preference for recruitment of persons with disability, HiV, women and Transgender.

Interested applicants may E-mail their Curriculum Vitae with a photograph along with a cover letter stating the current CTO (Cost to the Organization) and expected CTO to [**hr@igsss.net**](mailto:hr@igsss.net) mentioning the job title in the subject line.

In case your profile does not match with the aforementioned profile, you are requested not to apply.

Please also note that phone calls with regard to the applications will not be entertained.

Only shortlisted candidates shall be contacted.

To know more about us, please visit our website- **https://igsss.org/**