



## **Job description for the post of Communications Associate**

**Job Status:** Full Time

**Job Title:** Communications Associate

**Salary:** Remuneration for this position will be commensurate with competitive industry standards and relevant work experience.

**Location:** New Delhi

As our Communications Associate, you will be the voice of our organization on social media, crafting content and engaging with our followers to build our online community. Your primary responsibility will be understanding CSJ's work and translating it into various types of content. You will also be responsible for writing our monthly newsletter, designing and implementing fundraising campaigns, physical and online events, and keeping our supporters up to date on all the latest happenings and news on CSJ.

### **Responsibilities**

#### **Creating powerful stories about CSJ's work and justice for children in the justice system**

- Capture images and video to use in CSJ communications, including social media, website, promotional materials and presentations.
- Draft stories that create an emotional connection with supporters and community, and convey CSJ's work.
- Every two months, draft and circulate issue-based stories that draw from experiences of the casework team when handling child sexual abuse cases.

#### **Build and engage a community of people who support and follow CSJ's work**

- Regularly post updates on Facebook, Twitter, Instagram and other social media sites
- Build CSJ's web presence and content on website.
  - Create a blog and recruit people who post on the blog
  - Post research studies
  - Post regular case updates and stories about clients
  - Create profiles of CSJ staff and fellows
- Work on fundraising campaigns for CSJ and create related databases

#### **Build relationships with media**

- Build relationships with people in media and promote the narratives of survivor centric and restorative justice that CSJ's work involves
- Create a media program that places press releases, news stories and op-eds to raise awareness on specific themes regarding child sexual abuse.

#### **Support CSJ staff with communications**

- Create standards and ensure quality of CSJ's external communications (email, presentations, trainings, etc.)



- Recruit communications interns from Indian schools that can support you in carrying out responsibilities and sustain your work.

### **Required qualifications and attributes**

- Postgraduate degree in Marketing and Communications, Journalism or a related field
- 1-2 years' experience in marketing communications or journalism preferred, freshers will also be considered
- Excellent comprehension of written and spoken English
- Can take complex issues and convey points in words and images in a simple, logical yet compelling way
- Demonstrated commitment to rights-based work
- Proficient in Microsoft Office, Canva, Publisher, and preferably video editing software too
- Effective organizer and planner with rigorous attention to detail
- Ability to adapt to the changing environment of a growing organization
- Comfortable with conducting field work in different kinds of settings and traveling to different states in India
- Compassionate and sensitive with an ability to build trust, especially with children
- Commitment to meeting deadlines and achieving results under pressure
- *We encourage women candidates from underserved communities to apply*

If this sounds like you, we'd love to hear from you! Email your resume to [careers@csjindia.org](mailto:careers@csjindia.org)