



CALL FOR APPLICATIONS

Communications Associate

Location: Remote

Job Type: Full-Time

About Us:

SPRF India is a public policy think tank headquartered in New Delhi. We engage young policy researchers under the guidance of an eminent board of trustees and seasoned advisors. As a dynamic and solution-oriented organisation, we horizontalise and intersectionalise policy by rooting it in data and non-partisan research. SPRF works at the intersections of Governance, Economy, Human Rights, Security, and the Environment. We curate narratives reflecting the aspirations of a country where more than half the population remains under 25.

Our research work finds mention and a place in publications like Hindu Business Line, The Quint, The Diplomat, FirstPost, News18, The Wire, ORF online, Business Insider, NewsClick, and Down To Earth.

Position Overview:

We are seeking a motivated and dynamic Communications Associate to join our team. The ideal candidate will play a critical role in executing our communications strategy, developing outreach initiatives, forming strategic partnerships, and producing and editing audio-visual content. This position will report directly to the Communications Manager and will work closely with various departments within SPRF.



Key Responsibilities:

1. Execute Communications Strategy:

- Assist in the implementation of SPRF's communications strategy across various channels, including social media, website, newsletters, and press releases.
- Monitor and analyze the effectiveness of communication campaigns and adjust strategies as needed.
- Develop and curate content that aligns with SPRF's mission and goals.

2. Develop Outreach Initiatives:

- Identify and engage with potential partners and stakeholders to expand SPRF's reach and impact.
- Coordinate and manage outreach events, workshops, and webinars.
- Maintain and grow SPRF's contact database.

3. Form Strategic Partnerships:

- Build and maintain relationships with media contacts, policy makers, and key influencers.
- Collaborate with partners to co-create content and joint initiatives.
- Represent SPRF at external events and meetings.

4. Produce and Edit Audio-Visual Content:

- Create and edit videos, podcasts, and other multimedia content to support SPRF's communications and outreach efforts.
- Manage the production process from concept to completion, ensuring high-quality and engaging outputs.
- Stay up-to-date with the latest trends and best practices in multimedia production.

5. Coordinate with Communications Manager:

- Work closely with the Communications Manager to ensure alignment of all communications activities with SPRF's overall strategy.
- Provide regular updates and reports on communications activities and outcomes.
- Assist in the preparation of materials for internal and external presentations.



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Qualifications:

- Master's degree in Communications, Public Relations, Journalism, Multimedia Production, or a related field.
- Minimum 1 year of experience in a communications role, preferably within the non-profit or policy sector.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Proficiency in social media platforms, content management systems, and basic graphic design tools.
- Experience with audio-visual content production and editing software (e.g., Adobe suite, Final Cut Pro,).
- Knowledge of current trends in social policy and advocacy is a plus.

How to Apply:

Interested candidates should send their resume, a cover letter, and a writing sample (not more than 1,500 words) to amaan@sprf.in cc recruitment@sprf.in with the subject line "Communications Associate Application - [Your Name]".

Application Deadline: 16 July (Tuesday) 2024 - 23:59 hrs IST

Priority will be given to applicants with previous work focused on social, political, or gender issues, and to those belonging to minority or underprivileged/underrepresented communities.