

## **Manager - Media and Communication - Dehradun**

Founded in 1994, SEEDS is celebrating its Silver Jubilee this year!

During the last 25 years, SEEDS has worked for all major disasters that struck India and neighboring countries by supporting in relief operations, doing shelter and school construction, training in school safety program and enhancing capacities of the affected communities in various disaster mitigation processes.

SEEDS also has been working on School Safety Program. SEEDS is looking for a Manager Media and Communication for School Safety Program in Dehradun

**Job Profile:** To create compelling and engaging content for SEEDS school safety portal, campaigns, collaterals, events and social media platforms, for generating publicity and outreach for the brand.

**Location:** Dehradun

**Reporting:** She/he shall report to the Project Manager.

**Period of the project:** Three years

**Type of contract:** Renewable after two years

**Job Responsibilities: -**

She/he shall ensure the successful implementation of the program in high quality within the project period with desired results achieved through the following roles and responsibilities: -

1. Develop content showcasing various activities, regular project updates.
2. Create stories and content by covering activities on field
3. Provide content for outreach and publicity to PR firms
4. Develop content for social media channels
5. Documentation of activities on field for reporting and record purposes
6. Offers ideas for website updating and key social media platforms regularly
7. Provide content in the desired format as required by the Media Agency
8. Draft press releases
9. Coordinates and works with designers and other experts on developing compelling and effective visuals and communication assets relevant to the website, mass emails, social media posts, and select printed materials if required.

10. To ensure all content is verified and aligned to the organizational goals and brand values.
11. To liaison with regional teams to source relevant content.
12. To serve as a one-point contact for all media related content for the programme.
13. To suggest and research on latest trends, tools and campaigns in digital space.
14. To report from the ground and support humanitarian hub during disasters, emergencies and other humanitarian efforts.

### **Eligibility Criteria**

1. Bachelor's degree in communications or related field
2. 3-5 years of work experience preferred
3. Demonstrated track record of extraordinary writing skills in online and offline environments
4. Ability to produce quality communications under significant time pressure
5. Ability to work independently and with the team. Team Player.
6. Attention to detail and ability to prioritise tasks to meet tight deadlines.
7. Excellent written skills in English. (Additional knowledge of Hindi an advantage)
8. Open to learning new tools and communication ideas

### **Desirable Qualifications**

1. Masters in Journalism or Mass Communications
2. Prior experience in development sector
3. Basic Knowledge of Adobe Illustrator, Adobe Photoshop, Adobe InDesign, or similar software
4. Interest in photography

**Experience** – Minimum of 3 years of professional experience in media and communications.

- **How to Apply:**

Candidates with a passion to work in the humanitarian sector and have the above qualifications and skills may apply to [joinus@seedsindia.org](mailto:joinus@seedsindia.org) with the subject "Manager Media & Communication Dehradun" mentioning the current and expected salary. Women candidates are encouraged to apply, Visit us at [www.seedsindia.org](http://www.seedsindia.org).