

Content Writer (Programmes)

About SEEDS

SEEDS is a not-for-profit organisation that helps make communities resilient through comprehensive interventions in the areas of disaster recovery, response and preparedness. Since 1994, the organisation has worked extensively on every major disaster in the Indian subcontinent, integrating locally-based approach to building long-term resilience of the communities it serves. As SEEDS looks at completing 25 years of outstanding service to humanity, it is re-anchoring its approach to building resilience through innovation.

Position

The Content Writer (Programmes) will serve as the key resource for writing-related activities across programmes. She/he will work to capture insights, document and edit programme-related content. She/he will report to Sr. Director – Project Management & Control

Responsibilities:

- Work with the programme team to capture insights and stories coming out of the activities
- Provide writing support for proposals and monthly reports
- Develop engaging and innovative content for newsletters, case studies, documentation reports, videos and various other collaterals across programmes
- Help translate complex concepts into simple education and informational materials (as relevant for programme activities)
- Edit and proof-read across media
- Analyses reports received from field offices for conformity to commitments

Candidate must have:

- B.A/ M.A in English or Master in Journalism / Mass Communication
- Excellent writing and communications skills in English. Knowledge of Hindi would be added advantage.
- Relevant experience of at least 3 years in writing and editing, preferably in humanitarian / development sector
- Sharp editing and proof-reading eye.
- Quick learner who can write on diverse topics for diverse audiences.
- Ability to multitask and work under tight deadlines
- A team player with the ability to work independently
- Ability to write engaging content based on available data or research

We value

- Ability to make considered and effective decisions and take clear action to address issues
- Attention to detail to continually monitor progress and take remedial action where and if required
- Ability to collaborate with teams in a multi-cultural, multi-disciplinary environment
- Ability to write creatively
- Ability to improve documents layout for improved presentation

Location and travel

Based in New Delhi, but travel for 20% of time (locations as required by programmes). Travel may be more during emergency response.

Term

2 years (renewable)

- **How to Apply:**
- Candidates with a passion to work in the humanitarian sector and have the above qualifications and skills may apply to [Join Us](#) with the subject "Content Writer" in Delhi mentioning the current and expected salary. Women candidates are encouraged to apply, Visit us at www.seedsindia.org

