



Job Description: Content Editor

ABOUT SEEDS

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

POSITION

The content editor will develop, edit and review a wide range of communications material to support implementation of SEEDS internal and external communication and outreach strategies. He/She will directly report to the Chief Communication Officer. The position is for Head Office in New Delhi.

RESPONSIBILITIES:

Support in all editorial and writing related work

- Creative storyteller within brand standards
- Development of timely and high quality content & strategy for SEEDS' digital platforms, including the website, facebook, twitter, linkedin and instagram; and monitor outreach; & communication products including annual reports, brochures, human interest stories, monthly newsletter, blog, mailers, campaigns and films.
- Ideate, write, manage sourcing content from teams, edit SEEDS blog with optimizing of SEO feature
- Develop web-friendly and audience-centric human-interest stories on SEEDS initiatives and key achievements from the field/ with support of comms team on ground
- Facilitate the editorial process for stories, documents, reports, communication materials and other content, including approval by relevant technical sections and serves as the primary print editor for grammar, writing style, etc. for all content received, according to SEEDS editorial and brand guidelines.
- Contribute to short and long-term organisational communication planning and strategy
- Develop writing and editing guidelines for the organisation
- Support the fundraising team for planning and execution of the strategies and campaigns along with proposal writing
- Support in the research, analytical writing, reviewing, editing of reports and signature products
- Manage the editorial calendar and ensure timely publication with compliance to the visibility and writing guidelines and standards that the organisation follows
- Generate new ideas around industry-related topics
- Use Google Analytics to track web traffic and interpret the data to highlight effective and ineffective sections of the website. Recommendations to improve content should be made based on the analysis of this data
- Maintain a roster and deploy as and when needed of external vendors (writers, editors, translator, web developers, SEO consultant)
- Manage consultants and vendors related to the job. Have monitoring process to ensure progress is aligned to strategy and quality. Have regular weekly meeting, quarter reviews etc to update
- Oversee and coordinate translation of communications products into multiple languages and ensure high quality and timely deliverables.

- Be able to undertake small/ quick translations in Hindi, if required.
- To attend and take training sessions for communication members

Internal support

- Participate in daily and weekly TAM meetings, monthly review meetings with other departments for coordination
- Provide support for emergency response
- Any other duties related to this position that emerge from organisational management planning as and when required

Candidate must have

- A bachelor's degree in communications, journalism, English or related fields (or additional experience in lieu of degree)
- Minimum 2 years of professional experience in communications, preferably in the development sector.
- Ability to think and articulate for different audiences
- Excellent communication and writing skills
- Be well versed with the digital media space to explore
- Basic design and photography skills
- Ability to coordinate inputs and activities across diverse teams spread across locations; to coordinate with other teams; and to liaise with external stakeholders as needed.

We value

- Relevant experience in delivering on time and on target
- Ability to make considered and effective decisions and take clear action to address issues
- Attention to detail to spot challenges and opportunities
- Ability to collaborate with teams in a multi-cultural, multi-disciplinary environment
- Strong analytical and persuasion/negotiation skills, with the ability to influence, negotiate, motivate, advocate and resolve conflict
- Ability to succeed in often interrupt-driven, ambiguous and highly flexible environments
- Ability to work and deliver independently as well as be part of a team
- Ability to understand the implications and assess the appropriate degree of acceptable risk and take actions to minimize risk

Location

New Delhi, India.

Travel

Based in New Delhi, but willing to travel up to 20% of the time, sometimes in emergency situations.

Term

2 years

How to Apply

Candidates with a passion to work in the humanitarian sector and with the above qualifications and experience may apply to joinus@seedsindia.org with the subject 'Content Editor in SEEDS -Delhi Office' latest by 19th December 2020. We are an equal opportunity employer and value diversity at our organisation. **Please mention your current and expected salary, and joining time required.**

For information about the organisation, visit us at www.seedsindia.org.